

1 BILL NO. S-89-03-06

2 SPECIAL ORDINANCE NO. S- 57-89

3 AN ORDINANCE approving the awarding of
4 Reference #873 by the City of Fort
5 Wayne, Indiana, by and through its
6 Department of Purchasing and BUSINESS
EQUIPMENT COMPANY AND SHREX for the
Office Services Department.

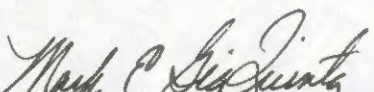
7 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF
8 THE CITY OF FORT WAYNE, INDIANA;

9 SECTION 1. That Reference #873 between the City of
10 Fort Wayne, by and through its Department of Purchasing and
11 BUSINESS EQUIPMENT COMPANY AND SHREX for the Office Services
12 Department, respectfully for:

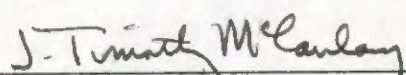
13 the purchase of office supplies for
14 Office Services inventory for 1989 to be
15 sold to all City and Utility
Departments;

16 involving a total cost of Fifty-One Thousand Five Hundred
17 Fifty-Two and 56/100 Dollars (\$51,552.56) - (Business
18 Equipment Company - \$17,769.01; Shrex - \$33,783.55), all as
19 more particularly set forth in said Reference #873 which is
20 on file in the Office of the Department of Purchasing, and
21 is by reference incorporated herein, made a part hereof, and
22 is hereby in all things ratified, confirmed and approved.

23 SECTION 2. That this Ordinance shall be in full force
24 and effect from and after its passage and any and all
25 necessary approval by the Mayor.

26 
27 Councilmember

28 APPROVED AS TO FORM
29 AND LEGALITY

30 
31 J. Timothy McCaulay, City Attorney
32

REF NO.: 873

DEPT.: OFFICE SERVICES

DATE: 02/17/89

ITEM/SERV.: OFFICE SUPPLIES

PURCHASING INFORMATION

ADVERTISED BID: YES

DATES ADVERTISED: 01/27/89 & 02/03/89

OPENING DATE: 02/17/89

WRITTEN QUOTE:

DUE DATE:

VERBAL QUOTE:

NO. OF VENDORS NOTIFIED: 13

NO. OF VENDORS REQUESTING BID INFO: 10

NO. OF VENDORS RESPONDING: 5

NO. OF VENDORS DISQUALIFIED: 1

NO. OF VENDORS NOT RESPONDING: 8

DATE SENT TO DEPT. FOR RECOMMENDATION: 02/17/89

DATE RECOMMENDATION REC'D IN PURCHASING: 03/08/89

DATE INFO SENT TO LAW DEPT.: 03/09/89

INTRODUCTION DATE: 03/14/89

DISCUSSION DATE:

PASSAGE DATE:

ORDINANCE NO.:

AMOUNT APPROVED AND/OR SPENT LAST YEAR:
(IF APPLICABLE)

REFERENCE NO. 873
OFFICE SERVICES/SUPPLIES

ITEM	QTY	UNIT	BUSINESS	EQUIP	PENCE-DICKENS		MID CITY		XEROX
		+/-			SHREX				
1	400	EA	\$0.88	\$352.00	\$0.85	\$340.00	N/B	\$0.00	\$0.00
2	200	EA	\$1.00	\$200.00	\$0.90	\$180.00	N/B	\$0.00	\$0.00
3	200	EA	\$1.32	\$264.00	\$1.07	\$214.00	N/B	\$0.00	\$0.00
4	800	EA	\$2.00	\$1,600.00	\$1.74	\$1,392.00	N/B	\$0.00	\$0.00
5	24	EA	\$1.87	\$44.88	\$2.98	\$71.52	N/B	\$0.00	\$0.00
6	24	EA	\$2.10	\$50.40	\$2.16	\$51.84	N/B	\$0.00	\$0.00
7	24	EA	\$6.90	\$165.60	\$3.55	\$85.20	N/B	\$0.00	\$0.00
8	24	EA	\$6.90	\$165.60	\$3.55	\$85.20	N/B	\$0.00	\$0.00
9	24	EA	\$4.15	\$99.60	\$2.16	\$51.84	N/B	\$0.00	\$0.00
10	30	EA	\$18.95	\$568.50	\$13.23	\$396.90	N/B	\$0.00	\$0.00
11	40	EA	\$7.45	\$298.00	\$9.22	\$368.80	N/B	\$0.00	\$0.00
12	12	G	\$61.80	\$741.60	\$66.24	\$794.88	N/B	\$0.00	\$0.00
13	200	EA	\$0.19	\$38.00	\$0.15	\$30.00	N/B	\$0.00	\$0.00
14	200	EA	\$0.19	\$38.00	\$0.15	\$30.00	N/B	\$0.00	\$0.00
15	12	C	\$32.00	\$384.00	\$34.00	\$408.00	N/B	\$0.00	\$0.00
16	12	C	\$22.00	\$264.00	\$24.00	\$288.00	N/B	\$0.00	\$0.00
17	1	M	\$190.00	\$190.00	\$176.00	\$176.00	N/B	\$0.00	\$0.00
18	60	EA	\$1.20	\$72.00	\$1.00	\$60.00	N/B	\$0.00	\$0.00
19	24	EA	\$1.30	\$31.20	\$1.11	\$26.64	N/B	\$0.00	\$0.00
20	40	M	\$41.00	\$1,640.00	\$36.41	\$1,456.40	N/B	\$0.00	\$0.00
21	20	M	\$51.50	\$1,030.00	\$48.40	\$968.00	N/B	\$0.00	\$0.00
22	2	M	\$180.00	\$360.00	\$162.63	\$325.26	N/B	\$0.00	\$0.00
23	2	M	\$220.00	\$440.00	\$196.20	\$392.40	N/B	\$0.00	\$0.00
24	500	EA	\$0.40	\$200.00	\$0.56	\$280.00	N/B	\$0.00	\$0.00
25	200	EA	\$0.47	\$94.00	\$0.64	\$128.00	N/B	\$0.00	\$0.00
26	1	M	\$500.00	\$500.00	\$540.00	\$540.00	N/B	\$0.00	\$0.00
27	1	M	\$600.00	\$600.00	\$653.00	\$653.00	N/B	\$0.00	\$0.00
28	15	C	\$60.00	\$900.00	\$65.30	\$979.50	N/B	\$0.00	\$0.00
29	1	M	\$690.00	\$690.00	\$743.00	\$743.00	N/B	\$0.00	\$0.00
30	15	C	\$70.00	\$1,050.00	\$76.50	\$1,147.50	N/B	\$0.00	\$0.00
31	1	M	\$820.00	\$820.00	\$877.00	\$877.00	N/B	\$0.00	\$0.00
32	30	EA	\$11.50	\$345.00	\$11.50	\$345.00	N/B	\$0.00	\$0.00
33	60	EA	\$0.98	\$58.80	\$1.11	\$66.60	N/B	\$0.00	\$0.00
34	60	EA	\$0.89	\$53.40	\$1.00	\$60.00	N/B	\$0.00	\$0.00
35	120	EA	\$1.05	\$126.00	\$1.17	\$140.40	N/B	\$0.00	\$0.00
36	2	M	\$63.00	\$126.00	\$59.53	\$119.06	N/B	\$0.00	\$0.00
37	4	M	\$86.00	\$344.00	\$69.06	\$276.24	N/B	\$0.00	\$0.00
38	1	M	\$106.00	\$106.00	\$90.29	\$90.29	N/B	\$0.00	\$0.00
39	1	M	\$115.00	\$115.00	\$96.42	\$96.42	N/B	\$0.00	\$0.00
40	1	M	\$52.00	\$52.00	\$48.57	\$48.57	N/B	\$0.00	\$0.00
41	2	M	\$100.00	\$200.00	\$84.69	\$169.38	N/B	\$0.00	\$0.00
42	1	M	\$103.00	\$103.00	\$84.69	\$84.69	N/B	\$0.00	\$0.00
43	10	M	\$75.00	\$750.00	\$54.83	\$548.30	N/B	\$0.00	\$0.00
44	24	SET	\$8.45	\$202.80	\$8.97	\$215.28	N/B	\$0.00	\$0.00
45	48	SET	\$7.80	\$374.40	\$6.07	\$291.36	N/B	\$0.00	\$0.00
46	48	SET	\$13.80	\$662.40	\$9.42	\$452.16	N/B	\$0.00	\$0.00
47	24	SET	\$10.30	\$247.20	\$10.56	\$253.44	N/B	\$0.00	\$0.00
48	36	SET	\$3.50	\$125.92	\$1.24	\$44.64	N/B	\$0.00	\$0.00
49	24	SET	\$1.00	\$24.00	\$0.94	\$22.56	N/B	\$0.00	\$0.00
50	10	BOX	\$1.35	\$13.50	\$1.89	\$18.90	N/B	\$0.00	\$0.00

51	10 BOX	\$1.95	\$19.50	\$2.81	\$28.10	N/B	\$0.00	N/B	\$0.00
52	10 EA	\$2.75	\$27.50	\$4.27	\$42.70	N/B	\$0.00	N/B	\$0.00
53	48 EA	\$1.95	\$93.60	\$1.22	\$58.56	N/B	\$0.00	N/B	\$0.00
54	24 EA	\$2.20	\$52.80	\$1.52	\$36.48	N/B	\$0.00	N/B	\$0.00
55	48 EA	\$1.49	\$71.52	\$1.07	\$51.36	N/B	\$0.00	N/B	\$0.00
56	10 EA	\$4.05	\$40.50	\$3.36	\$33.60	N/B	\$0.00	N/B	\$0.00
57	20 M	\$2.78	\$55.60	\$2.93	\$58.60	N/B	\$0.00	N/B	\$0.00
58	10 M	\$4.48	\$44.80	\$4.71	\$47.10	N/B	\$0.00	N/B	\$0.00
59	8 M	\$7.35	\$58.80	\$8.11	\$64.88	N/B	\$0.00	N/B	\$0.00
60	15 C	\$1.98	\$29.70	\$3.40	\$51.00	N/B	\$0.00	N/B	\$0.00
61	4 M	\$30.00	\$120.00	\$29.75	\$119.00	N/B	\$0.00	N/B	\$0.00
62	1 M	\$22.50	\$22.50	\$27.35	\$27.35	N/B	\$0.00	N/B	\$0.00
63	1 M	\$15.00	\$15.00	\$20.68	\$20.68	N/B	\$0.00	N/B	\$0.00
64	200 EA	\$1.68	\$336.00	\$1.85	\$370.00	N/B	\$0.00	N/B	\$0.00
65	30 EA	\$1.68	\$50.40	\$1.85	\$55.50	N/B	\$0.00	N/B	\$0.00
66	30 EA	\$3.70	\$111.00	\$4.09	\$122.70	N/B	\$0.00	N/B	\$0.00
67	30 EA	\$2.30	\$69.00	\$2.57	\$77.10	N/B	\$0.00	N/B	\$0.00
68	800 EA	\$0.09	\$70.00	\$0.10	\$76.88	N/B	\$0.00	N/B	\$0.00
69	800 EA	\$0.09	\$70.00	\$0.10	\$80.56	N/B	\$0.00	N/B	\$0.00
70	20 G	\$64.80	\$1,296.00	\$65.52	\$1,310.40	N/B	\$0.00	N/B	\$0.00
71	20 G	\$55.50	\$1,110.00	\$54.72	\$1,094.40	N/B	\$0.00	N/B	\$0.00
72	12 G	\$28.80	\$345.60	\$30.96	\$371.52	N/B	\$0.00	N/B	\$0.00
73	3 M	\$86.00	\$258.00	\$61.00	\$183.00	N/B	\$0.00	N/B	\$0.00
74	12 ROL	\$0.80	\$9.60	\$0.64	\$7.68	N/B	\$0.00	N/B	\$0.00
75	24 EA	\$1.25	\$30.00	\$0.86	\$20.64	N/B	\$0.00	N/B	\$0.00
76	15 EA	\$1.05	\$15.75	\$1.65	\$24.75	N/B	\$0.00	N/B	\$0.00
77	50 EA	\$2.85	\$142.50	\$1.52	\$76.00	N/B	\$0.00	N/B	\$0.00
78	6 EA	\$7.65	\$45.90	\$7.37	\$44.22	N/B	\$0.00	N/B	\$0.00
79	6 EA	\$4.75	\$28.50	\$4.59	\$27.54	N/B	\$0.00	N/B	\$0.00
80	6 EA	\$5.85	\$35.10	\$5.64	\$33.84	N/B	\$0.00	N/B	\$0.00
81	6 EA	\$4.70	\$28.20	\$4.59	\$27.54	N/B	\$0.00	N/B	\$0.00
82	6 EA	\$8.90	\$53.40	\$8.62	\$51.72	N/B	\$0.00	N/B	\$0.00
83	8 EA	\$3.35	\$26.80	\$3.26	\$26.08	N/B	\$0.00	N/B	\$0.00
84	6 EA	\$10.30	\$61.80	\$9.95	\$59.70	N/B	\$0.00	N/B	\$0.00
85	240 EA	\$4.40	\$1,056.00	\$3.80	\$912.00	N/B	\$0.00	N/B	\$0.00
86	240 EA	\$4.95	\$1,188.00	\$4.35	\$1,044.00	N/B	\$0.00	N/B	\$0.00
87	60 EA	\$2.25	\$135.00	\$1.98	\$118.80	N/B	\$0.00	N/B	\$0.00
88	24 EA	\$0.98	\$23.52	\$0.73	\$17.52	N/B	\$0.00	N/B	\$0.00
89	120 EA	\$0.98	\$117.60	\$0.74	\$88.80	N/B	\$0.00	N/B	\$0.00
90	60 EA	\$1.05	\$63.00	\$0.79	\$47.40	N/B	\$0.00	N/B	\$0.00
91	100 M	\$1.05	\$105.00	\$0.89	\$89.00	N/B	\$0.00	N/B	\$0.00
92	12 BOX	\$0.38	\$4.56	\$0.27	\$3.24	N/B	\$0.00	N/B	\$0.00
93	20 M	\$3.10	\$62.00	\$2.70	\$54.00	N/B	\$0.00	N/B	\$0.00
94	180 EA	\$0.60	\$108.00	\$0.58	\$104.40	N/B	\$0.00	N/B	\$0.00
95	120 EA	\$0.78	\$93.60	\$0.78	\$93.60	N/B	\$0.00	N/B	\$0.00
96	48 EA	\$0.45	\$21.60	\$0.48	\$23.04	N/B	\$0.00	N/B	\$0.00
97	48 DOZ	\$0.35	\$16.80	\$0.37	\$17.76	N/B	\$0.00	N/B	\$0.00
98	72 DOZ	\$0.70	\$50.40	\$0.72	\$51.84	N/B	\$0.00	N/B	\$0.00
99	72 DOZ	\$2.10	\$151.20	\$1.82	\$131.04	N/B	\$0.00	N/B	\$0.00
100	120 EA	\$0.95	\$114.00	\$0.77	\$92.40	N/B	\$0.00	N/B	\$0.00
101	60 EA	\$1.45	\$87.00	\$1.19	\$71.40	N/B	\$0.00	N/B	\$0.00
102	48 EA	\$1.25	\$60.00	\$0.93	\$44.64	N/B	\$0.00	N/B	\$0.00
103	48 EA	\$0.32	\$15.36	\$0.32	\$15.36	N/B	\$0.00	N/B	\$0.00
104	30 EA	\$4.25	\$127.50	\$3.66	\$109.80	N/B	\$0.00	N/B	\$0.00
105	8 EA	\$10.65	\$85.20	\$10.25	\$82.00	N/B	\$0.00	N/B	\$0.00
106	120 EA	\$0.32	\$38.40	\$0.32	\$38.40	N/B	\$0.00	N/B	\$0.00

107	6	DOZ	\$3.05	\$18.30	\$2.76	\$16.56	N/B	\$0.00	N/B	\$0.00
108	8	G	\$5.25	\$42.00	\$4.32	\$34.56	N/B	\$0.00	N/B	\$0.00
109	4	DOZ	\$4.35	\$17.40	\$2.16	\$8.64	N/B	\$0.00	N/B	\$0.00
110	6	DOZ	\$5.10	\$30.60	\$3.72	\$22.32	N/B	\$0.00	N/B	\$0.00
111	120	EA	\$2.69	\$322.80	\$2.19	\$262.80	N/B	\$0.00	N/B	\$0.00
112	30	EA	\$0.94	\$28.20	\$1.20	\$36.00	N/B	\$0.00	N/B	\$0.00
113	8	EA	\$5.50	\$44.00	\$5.17	\$41.36	N/B	\$0.00	N/B	\$0.00
114	72	EA	\$0.92	\$66.24	\$0.78	\$56.16	N/B	\$0.00	N/B	\$0.00
115	120	EA	\$1.47	\$176.40	\$1.37	\$164.40	N/B	\$0.00	N/B	\$0.00
116	96	EA	\$5.88	\$564.48	\$4.95	\$475.20	N/B	\$0.00	N/B	\$0.00
117	24	EA	\$0.35	\$8.40	\$0.29	\$6.96	N/B	\$0.00	N/B	\$0.00
118	5	C	\$5.90	\$29.50	\$3.79	\$18.95	N/B	\$0.00	N/B	\$0.00
119	200	EA	\$2.05	\$410.00	\$1.49	\$298.00	N/B	\$0.00	N/B	\$0.00
120	15	C	\$16.80	\$252.00	\$14.02	\$210.30	N/B	\$0.00	\$14.30	\$214.50
121	70	EA	\$3.95	\$276.50	\$2.76	\$193.20	N/B	\$0.00	N/B	\$0.00
122	96	EA	\$0.42	\$40.32	\$0.54	\$51.84	N/B	\$0.00	N/B	\$0.00
123	40	G	\$16.80	\$672.00	\$13.44	\$537.60	N/B	\$0.00	N/B	\$0.00
124	12	EA	\$2.70	\$32.40	\$2.34	\$28.08	N/B	\$0.00	N/B	\$0.00
125	2	EA	\$5.25	\$10.50	\$5.52	\$11.04	N/B	\$0.00	N/B	\$0.00
126	6	G	\$89.00	\$534.00	\$34.56	\$207.36	N/B	\$0.00	N/B	\$0.00
127	24	EA	\$0.52	\$12.48	\$0.41	\$9.84	N/B	\$0.00	N/B	\$0.00
128	24	EA	\$2.03	\$48.72	\$1.60	\$38.40	N/B	\$0.00	N/B	\$0.00
129	24	EA	\$1.13	\$27.12	\$0.82	\$19.68	N/B	\$0.00	N/B	\$0.00
130	40	G	\$26.00	\$1,040.00	\$9.55	\$382.00	N/B	\$0.00	N/B	\$0.00
131	20	G	\$33.50	\$670.00	\$35.32	\$706.40	N/B	\$0.00	N/B	\$0.00
132	120	EA	\$2.15	\$258.00	\$0.53	\$63.60	N/B	\$0.00	N/B	\$0.00
133	160	EA	\$0.50	\$80.00	\$0.44	\$70.40	N/B	\$0.00	N/B	\$0.00
134	48	EA	\$0.35	\$16.80	\$0.52	\$24.96	N/B	\$0.00	N/B	\$0.00
135	1	G	\$30.55	\$30.55	\$33.05	\$33.05	N/B	\$0.00	N/B	\$0.00
136	48	G	\$0.62	\$29.76	\$0.47	\$22.56	N/B	\$0.00	N/B	\$0.00
137	48	EA	\$0.80	\$38.40	\$0.58	\$27.84	N/B	\$0.00	N/B	\$0.00
138	48	EA	\$0.90	\$43.20	\$0.70	\$33.60	N/B	\$0.00	N/B	\$0.00
139	148	EA	\$1.20	\$177.60	\$2.08	\$307.84	N/B	\$0.00	N/B	\$0.00
140	148	EA	\$5.25	\$777.00	\$2.94	\$435.12	N/B	\$0.00	N/B	\$0.00
141	4	EA	\$21.60	\$86.40	\$11.77	\$47.08	N/B	\$0.00	N/B	\$0.00
142	4	EA	\$27.40	\$109.60	\$11.77	\$47.08	N/B	\$0.00	N/B	\$0.00
143	36	EA	\$0.40	\$14.40	\$0.46	\$16.56	N/B	\$0.00	N/B	\$0.00
144	6	EA	\$0.90	\$5.40	\$0.82	\$4.92	N/B	\$0.00	N/B	\$0.00
145	300	EA	\$0.65	\$195.00	\$0.48	\$144.00	N/B	\$0.00	N/B	\$0.00
146	60	EA	\$1.45	\$87.00	\$2.01	\$120.60	N/B	\$0.00	N/B	\$0.00
147	12	EA	\$12.25	\$147.00	\$12.27	\$147.24	N/B	\$0.00	N/B	\$0.00
148	148	EA	\$0.35	\$51.80	\$0.28	\$41.44	N/B	\$0.00	N/B	\$0.00
149	12	EA	\$13.50	\$162.00	\$9.52	\$114.24	N/B	\$0.00	N/B	\$0.00
150	20	EA	\$9.50	\$190.00	\$7.95	\$159.00	N/B	\$0.00	N/B	\$0.00
151	24	EA	\$12.35	\$296.40	\$15.04	\$360.96	N/B	\$0.00	N/B	\$0.00
152	60	EA	\$2.69	\$161.40	\$2.40	\$144.00	N/B	\$0.00	N/B	\$0.00
153	200	EA	\$1.05	\$210.00	\$0.99	\$198.00	N/B	\$0.00	N/B	\$0.00
154	600	EA	\$1.39	\$834.00	\$1.30	\$780.00	N/B	\$0.00	N/B	\$0.00
155	72	EA	\$2.45	\$176.40	\$2.32	\$167.04	N/B	\$0.00	N/B	\$0.00
156	72	EA	\$1.95	\$140.40	\$2.09	\$150.48	N/B	\$0.00	N/B	\$0.00
157	72	EA	\$2.40	\$172.80	\$2.60	\$187.20	N/B	\$0.00	N/B	\$0.00
158	120	EA	\$2.75	\$330.00	\$2.99	\$358.80	N/B	\$0.00	N/B	\$0.00
159	72	EA	\$5.50	\$396.00	\$5.80	\$417.60	N/B	\$0.00	N/B	\$0.00
160	75	FT	\$0.25	\$18.75	\$0.41	\$30.75	N/B	\$0.00	N/B	\$0.00
161	24	EA	\$0.60	\$14.40	\$0.43	\$10.32	N/B	\$0.00	N/B	\$0.00
162	48	EA	\$0.78	\$37.44	\$0.43	\$20.64	N/B	\$0.00	N/B	\$0.00

163	96	EA	\$0.98	\$94.08	\$0.43	\$41.28	N/B	\$0.00	N/B	\$0.00
164	24	EA	\$2.55	\$61.20	\$3.30	\$79.20	N/B	\$0.00	N/B	\$0.00
165	36	EA	\$0.85	\$30.60	\$0.60	\$21.60	N/B	\$0.00	N/B	\$0.00
166	36	EA	\$0.85	\$30.60	\$0.60	\$21.60	N/B	\$0.00	N/B	\$0.00
167	72	EA	\$3.59	\$258.48	\$3.16	\$227.52	N/B	\$0.00	N/B	\$0.00
168	72	EA	\$0.47	\$33.84	\$0.24	\$17.28	N/B	\$0.00	N/B	\$0.00
169	72	EA	\$3.80	\$273.60	\$3.84	\$276.48	N/B	\$0.00	N/B	\$0.00
170	100	EA	\$1.05	\$105.00	\$0.87	\$87.00	N/B	\$0.00	N/B	\$0.00
171	48	EA	\$0.59	\$28.32	\$1.09	\$52.32	N/B	\$0.00	N/B	\$0.00
172	48	EA	\$2.65	\$127.20	\$2.16	\$103.68	N/B	\$0.00	N/B	\$0.00
173	48	EA	\$4.00	\$192.00	\$3.31	\$158.88	N/B	\$0.00	N/B	\$0.00
174	48	EA	\$5.30	\$254.40	\$4.05	\$194.40	N/B	\$0.00	N/B	\$0.00
175	10	G	\$120.00	\$1,200.00	\$100.51	\$1,005.10	N/B	\$0.00	N/B	\$0.00
176	1	G	\$78.00	\$78.00	\$59.76	\$59.76	N/B	\$0.00	N/B	\$0.00
177	4	G	\$128.00	\$512.00	\$105.26	\$421.04	N/B	\$0.00	N/B	\$0.00
178	2	G	\$128.00	\$256.00	\$105.26	\$210.52	N/B	\$0.00	N/B	\$0.00
179	48	EA	\$1.85	\$88.80	\$0.93	\$44.64	N/B	\$0.00	N/B	\$0.00
180	24	EA	\$0.83	\$19.92	\$0.51	\$12.24	N/B	\$0.00	N/B	\$0.00
181	6	EA	\$5.00	\$30.00	\$3.45	\$20.70	N/B	\$0.00	N/B	\$0.00
182	5	EA	\$12.00	\$60.00	\$8.75	\$43.75	N/B	\$0.00	N/B	\$0.00
183	6	EA	\$2.90	\$17.40	\$2.13	\$12.78	N/B	\$0.00	N/B	\$0.00
184	12	EA	\$1.48	\$17.76	\$1.72	\$20.64	N/B	\$0.00	N/B	\$0.00
185	100	EA	\$0.45	\$45.00	\$0.33	\$33.00	N/B	\$0.00	N/B	\$0.00
186	72	EA	\$0.55	\$39.60	\$0.25	\$18.00	N/B	\$0.00	N/B	\$0.00
187	48	EA	\$1.70	\$81.60	\$1.55	\$74.40	N/B	\$0.00	N/B	\$0.00
188	400	EA	\$0.69	\$276.00	\$0.61	\$244.00	N/B	\$0.00	N/B	\$0.00
189	96	EA	\$1.80	\$172.80	\$1.72	\$165.12	N/B	\$0.00	N/B	\$0.00
190	12	EA	\$4.15	\$49.80	\$4.14	\$49.68	N/B	\$0.00	N/B	\$0.00
191	12	EA	\$1.20	\$14.40	\$2.20	\$26.40	N/B	\$0.00	N/B	\$0.00
192	24	EA	\$2.85	\$68.40	\$1.90	\$45.60	N/B	\$0.00	N/B	\$0.00
193	24	EA	\$2.10	\$50.40	\$1.83	\$43.92	N/B	\$0.00	N/B	\$0.00
194	40	EA	\$2.05	\$82.00	\$1.75	\$70.00	N/B	\$0.00	N/B	\$0.00
195	24	EA	\$12.40	\$297.60	\$12.30	\$295.20	N/B	\$0.00	N/B	\$0.00
196	120	EA	\$2.05	\$246.00	\$1.75	\$210.00	N/B	\$0.00	N/B	\$0.00
197	24	EA	\$6.25	\$150.00	\$6.95	\$166.80	N/B	\$0.00	N/B	\$0.00
198	24	EA	\$4.55	\$109.20	\$5.20	\$124.80	N/B	\$0.00	N/B	\$0.00
199	48	EA	\$3.00	\$144.00	\$2.20	\$105.60	N/B	\$0.00	N/B	\$0.00
200	20	G	\$44.75	\$895.00	\$27.36	\$547.20	N/B	\$0.00	N/B	\$0.00
201	20	G	\$44.75	\$895.00	\$27.36	\$547.20	N/B	\$0.00	N/B	\$0.00
202	2	M	\$9.00	\$18.00	\$8.25	\$16.50	N/B	\$0.00	N/B	\$0.00
203	20	EA	\$5.50	\$110.00	\$7.94	\$158.80	N/B	\$0.00	N/B	\$0.00
204	12	EA	\$1.58	\$18.96	\$1.47	\$17.64	N/B	\$0.00	N/B	\$0.00
205	12	EA	\$1.58	\$18.96	\$1.84	\$22.08	N/B	\$0.00	N/B	\$0.00
206	2000	M	\$0.27	\$540.00	\$0.24	\$480.00	\$0.34	\$680.00	N/B	\$0.00
207	100	C	\$0.39	\$39.00	\$0.65	\$65.00	\$0.60	\$60.00	N/B	\$0.00
208	100	EA	\$0.44	\$44.00	\$0.66	\$66.00	\$0.62	\$61.68	N/B	\$0.00
209	48	EA	\$1.40	\$67.20	\$1.87	\$89.76	N/B	\$0.00	N/B	\$0.00
210	40	EA	\$0.65	\$26.00	\$1.07	\$42.80	N/B	\$0.00	N/B	\$0.00
211	240	EA	\$1.60	\$384.00	\$3.10	\$744.00	\$1.75	\$420.00	N/B	\$0.00
212	500	EA	\$0.95	\$475.00	\$1.19	\$595.00	\$1.75	\$875.00	N/B	\$0.00
213	500	EA	\$1.25	\$625.00	\$1.47	\$735.00	\$2.13	\$1,065.00	N/B	\$0.00
214	2	M	\$30.50	\$61.00	\$37.54	\$75.08	N/B	\$0.00	N/B	\$0.00
215	4	M	\$22.50	\$90.00	\$25.50	\$102.00	N/B	\$0.00	N/B	\$0.00
216	4	M	\$6.90	\$27.60	\$6.70	\$26.80	N/B	\$0.00	N/B	\$0.00
217	1	M	\$19.90	\$19.90	\$33.50	\$33.50	N/B	\$0.00	N/B	\$0.00
218	600	EA	\$1.55	\$930.00	\$1.20	\$720.00	N/B	\$0.00	N/B	\$0.00

219	10	EA	\$1.35	\$13.50	\$1.20	\$12.00	N/B	\$0.00	N/B	\$0.00
220	60	EA	\$6.30	\$378.00	\$7.09	\$425.40	N/B	\$0.00	N/B	\$0.00
221	96	EA	\$1.40	\$134.40	\$1.74	\$167.04	N/B	\$0.00	N/B	\$0.00
222	4	EA	\$3.95	\$15.80	\$3.39	\$13.56	N/B	\$0.00	N/B	\$0.00
223	120	EA	\$1.00	\$120.00	\$0.79	\$94.80	N/B	\$0.00	N/B	\$0.00
224	12	EA	\$11.50	\$138.00	\$9.35	\$112.20	\$14.76	\$177.12	N/B	\$0.00
225	8	G	\$51.00	\$408.00	\$38.88	\$311.04	\$108.00	\$864.00	\$54.72	\$437.76
226	6	EA	\$6.75	\$40.50	\$6.46	\$38.76	N/B	\$0.00	N/B	\$0.00
227	6	EA	\$7.15	\$42.90	\$6.86	\$41.16	N/B	\$0.00	N/B	\$0.00
228	10	EA	\$6.75	\$67.50	\$6.59	\$65.90	N/B	\$0.00	N/B	\$0.00
229	6	EA	\$7.15	\$42.90	\$6.86	\$41.16	N/B	\$0.00	N/B	\$0.00
230	48	EA	\$1.03	\$49.44	\$1.07	\$51.36	N/B	\$0.00	N/B	\$0.00
231	120	EA	\$1.70	\$204.00	\$1.35	\$162.00	N/B	\$0.00	N/B	\$0.00
232	36	EA	\$8.75	\$315.00	\$9.78	\$352.08	N/B	\$0.00	N/B	\$0.00
233	100	EA	\$1.68	\$168.00	\$1.85	\$185.00	N/B	\$0.00	N/B	\$0.00
234	30	EA	\$1.70	\$51.00	\$1.67	\$50.10	N/B	\$0.00	N/B	\$0.00
235	6	G	\$145.00	\$870.00	\$122.40	\$734.40	\$228.96	\$1,373.76	\$135.36	\$812.16
236	3	G	\$445.00	\$1,335.00	\$380.16	\$1,140.48	\$468.00	\$1,404.00	N/B	\$0.00
237	4	G	\$51.00	\$204.00	\$46.80	\$187.20	\$108.00	\$432.00	N/B	\$0.00
238	48	EA	\$10.70	\$513.60	\$10.25	\$492.00	N/B	\$0.00	N/B	\$0.00
239	288	EA	\$2.15	\$619.20	\$1.72	\$495.36	N/B	\$0.00	N/B	\$0.00
240	120	EA	\$0.57	\$68.40	\$0.44	\$52.80	N/B	\$0.00	N/B	\$0.00
241	10	G	\$100.80	\$1,008.00	\$93.60	\$936.00	N/B	\$0.00	N/B	\$0.00
242	20	G	\$79.20	\$1,584.00	\$73.44	\$1,468.80	N/B	\$0.00	N/B	\$0.00
243	10	G	\$34.20	\$342.00	\$31.68	\$316.80	N/B	\$0.00	N/B	\$0.00
244	6	G	\$57.60	\$345.60	\$53.28	\$319.68	N/B	\$0.00	N/B	\$0.00
245	200	EA	\$3.15	\$630.00	\$3.39	\$678.00	N/B	\$0.00	N/B	\$0.00
246	12	EA	\$14.40	\$172.80	\$11.36	\$136.32	N/B	\$0.00	N/B	\$0.00
247	12	EA	\$4.30	\$51.60	\$4.15	\$49.80	N/B	\$0.00	N/B	\$0.00
248	8	EA	\$9.45	\$75.60	\$9.54	\$76.32	N/B	\$0.00	N/B	\$0.00
249	6	EA	\$5.55	\$33.30	\$5.62	\$33.72	N/B	\$0.00	N/B	\$0.00
250	8	EA	\$4.10	\$32.80	\$3.88	\$31.04	N/B	\$0.00	N/B	\$0.00
251	8	EA	\$4.55	\$36.40	\$4.99	\$39.92	N/B	\$0.00	N/B	\$0.00
252	8	EA	\$5.10	\$40.80	\$6.88	\$55.04	N/B	\$0.00	N/B	\$0.00
253	96	EA	\$6.75	\$648.00	\$5.44	\$522.24	N/B	\$0.00	N/B	\$0.00
254	12	EA	\$8.75	\$105.00	\$7.07	\$84.84	N/B	\$0.00	N/B	\$0.00
255	60	EA	\$2.99	\$179.40	\$2.24	\$134.40	N/B	\$0.00	N/B	\$0.00
256	24	EA	\$2.00	\$48.00	\$1.23	\$29.52	N/B	\$0.00	N/B	\$0.00

\$59,165.23

\$53,467.89

\$7,412.56

\$1,464.42

Read the first time in full and on motion by Don Quarta, seconded by Star, and duly adopted, read the second time by title and referred to the Committee on City of Fort Wayne (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, 19____, the _____, day of _____, at _____ o'clock _____ M., E.S.T.

DATED: 3-14-89

Margaret Escherff
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Don Quarta, seconded by Bradbury, and duly adopted, placed on its passage. PASSED ~~lost~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>9</u>			
BRADBURY	<u>✓</u>			
BURNS	<u>✓</u>			
GIAQUINTA	<u>✓</u>			
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
REDD	<u>✓</u>			
SCHMIDT	<u>✓</u>			
STIER	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 3-27-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL)

(SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. A-57-89

on the 27th day of March, 1989,

Sandra E. Kennedy ATTEST
SANDRA E. KENNEDY, CITY CLERK

SEAL
Charles S. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 28th day of March, 1989, at the hour of 2:15 o'clock P. M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 6th day of April, 1989, at the hour of 4:15 o'clock P. M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
219-427-1101

BID OPENING DATE: 2/16/89 BID REFERENCE # 873

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A. M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED ON THE THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND, CERTIFIED CHECK, OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: % IF PAID WITHIN DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255-0013. PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME BUSINESS EQUIPMENT COMPANY

STREET ADDRESS 620 South Calhoun St.

CITY Fort Wayne, IN 46802

BY Diane Kurty PHONE 423-2588
REPRESENTATIVE SIGNATURE

SCHEDULE

1. The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the completed delivery of the supplies.

All supplies and deliveries of supplies will be in accordance with: the IFB, this contract and any applicable plans, specifications, and drawings for a TOTAL PRICE of \$ 59,065.23. (If unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

on request

/___/ 2. LIQUIDATED DAMAGES PROVISION. It is hereby agreed by and between the City of Fort Wayne and contractor that time is of the essence of this agreement, and the contractor agrees that it will deliver the supplies as herein called for on or before the time spelled out in the contract. The parties agree that it is a business and governmental necessity that the supplies be delivered by these dates. The parties agree that in the event the supplies are not delivered by these dates, that it will be difficult or impossible to make an accurate determination of the damages that will be incurred by the City of Fort Wayne, and therefore provide for liquidated damages in the sum of \$_____ per day as a reasonable estimate as to the damages which would be incurred by the City of Fort Wayne. The parties further agree that causes beyond the control of the contractor may delay delivery of supplies. Therefore, the parties agree that delays in the dates for delivery of supplies beyond the control of the contractor shall not result in liquidated damages.

Delays beyond the control of the contractor can include but are not restricted to: Acts of God or of the public enemy, acts of the United States Government, State of Indiana Government and City of Fort Wayne in either its sovereign or contractual capacity, fires, floods, epidemics, guarantee restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond control and without the fault or negligence of the contractor. If the failure to perform is caused

Estimated Order		Unit	
Quantity	Item	Price	Total
1. 400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors W.J. 447-13	.88 /	352.00
2. 200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors WJ 447-27	1.00 /	200.00
3. 200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors WJ 447-32	1.32 /	264.00
4. 800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N)	2.00 /	1600.00
5. 24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones 364-34)	1.87 /	44.88
6. 24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B)	2.10 /	50.40
7. 24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B)	6.90 /	165.60
8. 24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B)	6.90 /	165.60
9. 24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B)	4.15 /	99.60
10. 30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages	18.95 /	568.50
11. 40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8) W.J. 5-304-15	7.45 /	298.00
12. 12	Gross Steno notebooks, spiral bound, (WJ-1115W) SCM #880	61.80 /	741.60
13. 200	Report Covers, Plastic with slide-on Spine, Clear	.19 /	38.00
14. 200	Report Covers, Plastic with slide-on Spine, Colors	.19 /	38.00
15. 12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128)	.32 /	384.00
16. 12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258)	.22 /	264.00

Estimated Order		Unit		
Quantity	Item	Price	/	Total
17.	1M Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125)	.19	/	190.00
18.	60 Metal Drawer Frames for 8 1/2 x 11 hanging files	1.20	/	72.00
19.	24 Metal Drawer Frames for 8 1/2 x 14 hanging files	1.30	/	31.20
20.	40M File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut	41.00	/	1640.00
21.	20M File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut	51.50	/	1030.00
22.	2M Hanging Folders, 8 1/2 x 11	.18	/	360.00
23.	2M Hanging Folders, 8 1/2 x 14	.22	/	440.00
24.	500 Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2)	.40	/	200.00
25.	200 Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2)	.47	/	94.00
26.	1M File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62)	.50	/	500.00
27.	1M File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72)	.60	/	600.00
28.	15M File pockets, 3 1/2" expansion, 8 1/2 x 11, 15C (Smead 1524E) <i>Wilson Jones #64</i>	.60	/	900.00
29.	1M File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E) <i>Wilson Jones #74</i>	.69	/	690.00
30.	15C File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66)	.70	/	1050.00
31.	1M File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76)	.82	/	820.00
32.	30 Dictionary, Webster's Collegiate, 9th Edition	11.50	/	345.00
33.	60 Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G) <i>Wilson Jones #19-6</i>	.98	/	58.80

Estimated Order

Quantity	Item	Unit Price / Total
34. 60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E) <i>Wilson Jones #19-4</i>	.89 / 53.40
35. 120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E) <i>Wilson Jones #22-4</i>	1.05 / 126.00
36. 2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2	63.00 / 126.00
37. 4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13	86.00 / 344.00
38. 1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2	106.00 / 106.00
39. 1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2	115.00 / 115.00
40. 1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9	52.00 / 52.00
41. 2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2	100.00 / 200.00
42. 1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15	103.00 / 103.00
43. 10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12	75.00 / 750.00
44. 24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25) <i>G/W #95MX21</i>	8.45 / 202.80
45. 48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-XP225) <i>#XPN 925</i>	7.80 / 374.40
46. 48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025) <i>#XPN 1025</i>	13.80 / 662.40
47. 24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25) <i>G/W #95MX24</i>	10.30 / 247.20
48. 36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2) <i>G/W #3255</i>	.72 / 125.92
49. 24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675) <i>G/W #4256</i>	1.00 / 24.00
50. 10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523) <i>#353 BU (SCM)</i>	1.35 / 13.50
51. 10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623) <i>#463 BU (SCM)</i>	1.95 / 19.50

Estimated Order

Quantity	Item	Unit Price / Total
52. 10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823) <i>SCM # 583 BU</i>	2.75 / 27.50
53. 48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF) <i>G/W # 42056</i>	1.95 / 93.60
54. 24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25) <i>G/W # 52058</i>	2.20 / 52.80
55. 48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25) <i>G/W # 32055</i>	1.49 / 71.52
56. 10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25) <i>G/W # 4007 1/5</i>	4.05 / 40.50
57. 20M	Index Cards, white ruled, 3 x 5, (1/m box) <i>SCM # 600</i>	2.78 / 55.60
58. 10M	Index Cards, white ruled, 4 x 6, (1/m box) <i>SCM # 700</i>	4.48 / 44.80
59. 8M	Index Cards, white ruled, 5 x 8, (500/c box) <i>SCM # 800</i>	7.35 / 58.80
60. 15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281) <i>W.G. 2813 F</i>	1.98 / 29.70
61. 4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A) <i>W.G. # 805-13 F</i>	3.00 / 120.00
62. 1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260) <i>W.G. # 2711 F</i>	2.25 / 22.50
63. 1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250) <i>W.G. 2809 F</i>	1.50 / 15.00
64. 200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7,and 8 columns, (WJ 7200 Series)	1.68 / 336.00
65. 30	Analysis Pads, Wilson Jones G7214D	1.68 / 50.40
66. 30	Analysis Pads, Wilson Jones 7513	3.70 / 111.00
67. 30	Analysis Pads, Wilson Jones G7608 66 b	2.30 / 69.00
68. 800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3)	8.75 / 70.00

Estimated Order

Quantity		Item	Unit Price	Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8)	8.75 /	70.00
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white SCM #9014 #9024	64.80 /	1296.00
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white SCM #911 #9021	55.50 /	1110.00
72.	12G	Legal ruled pads, 5 x 8, yellow & white SCM #9058 #9028	28.80 /	345.60
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010)	86.00 /	258.00
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16)	.80 /	9.60
75.	24	Paper Spindles - #50112	1.25 /	30.00
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK)	1.05 /	15.75
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes	2.85 /	142.50
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835)	7.65 /	45.90
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653)	4.75 /	28.50
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664)	5.85 /	35.10
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644)	4.70 /	28.20
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846)	8.90 /	53.40
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533)	3.35 /	26.80
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858)	10.30 /	61.80
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx)	4.40 /	1056.00
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx)	4.95 /	1188.00
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx)	2.25 /	135.00
88.	24	Clipboard, 6 x 9 - #203	.98 /	23.52
89.	120	Clipboards, 8 1/2 x 11 - #204	.98 /	117.60

Estimated Order			Unit	
Quantity	Item		Price /	Total
90.	60	Clipboards, 8 1/2 x 14 - #205	1.05/	63.00
91.	100M	Paperclips, #1, standard, rustproof	1.05/	105.00
92.	12	Bxs. Butterfly Paper Clamps (12/box)	.38/	4.56
93.	20M	Jumbo paper clips, 2" long	3.10/	62.00
94.	180	Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)	.60/	108.00
95.	120	Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	.78/	93.60
96.	48	Paper clip holders, Magnetic - #505	.45/	21.60
97.	48	Dz. Binder Clips/Paper Clamps, (Manhattan #20)	.35/	16.80
98.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #50)	.70/	50.40
99.	72	Dz. Binder Clip/Paper Clamps, (Manhattan #100)	2.10/	151.20
100.	120	Stamp Pads, Asst. Colors, (Sanford's #1)	.95/	114.00
101.	60	Stamp Pads, Asst. Colors, (Sanford's #2)	1.45/	87.00
102.	48	Stamp Pad Inker, Roll-on, Asst. Colors	1.25/	60.00
103.	48	Tape Dispensers, Hand held, 1/2" (Scotch H-126)	.32/	15.36
104.	30	Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	4.25/	127.50
105.	8	Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	10.65/	85.20
106.	120	Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	.32/	38.40
107.	6	Dz. Erasers, (Pink Pearl #100)	3.05/	18.30
108.	8G	Erasers, Pencil Tip Wedge	5.25/	42.00
109.	4	Dz. Erasers, (Art Gum #211)	4.35/	17.40
110.	6	Dz. Erasers, (Eberhard Faber Pink Pearl #400)	5.10/	30.60

Estimated Order			Unit	
Quantity	Item		Price /	Total
111.	120 Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners)		2.69 /	322.80
112.	30 Dz. Finger Tips, Asst. sizes, (Parr Swingline)		.94 /	28.20
113.	8 Copy Holder, Metal, 7 x 9 1/2, (Liberty #76)		5.50 /	44.00
114.	72 Bxs. Push Pins, Plastic heads, Assted Colors (100/box)		.92 /	66.24
115.	120 Desk Trays, Letter size, stackable, (Eldon #1600)		1.47 /	176.40
116.	96 Desk Trays, Large size, stackable, (Eldon #1604)		5.88 /	564.48
117.	24 Eraser, (Magic Rub Drafting Faber-Castell T9-1954)		.35 /	8.40
118.	5C Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021)		5.90 /	29.50
119.	200 Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432)		2.05 /	410.00
120.	15C Pkg. ^{SHEETS} Labels, Self-Adhesive, for mailing, (15 BX) 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers (#5351 - 100 SHEETS PER BOX)		16.80 /	252.00
121.	70 Dz. Hi-Liters, assted colors, wide tip, (Carters 09-07742--09-07749)		3.95 /	276.50
122.	96 Envelope Moistner, plastic tube with sponge end, (Sterling Master)		.42 /	40.32
123.	40G Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga)		16.80 /	672.00
124.	12 Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin)		2.70 /	32.40
125.	2 Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt.		5.25 /	10.50
126.	6G Wide tip markers, asstd. colors, (El Marko 751-759-01)		89.00 /	534.00
127.	24 Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5)		.52 /	12.48

Estimated Order			Unit	
Quantity	Item		Price	Total
128.	24 Pens and attachable anchors, #2109 (Sta-Put, W. T. Rogers)		2.03 /	48.72
129.	24 Pen refills, for attachable pens, #2108 (Sta-Put, W. T. Rogers)		1.13 /	27.12
130.	40G Pens, med. pt., asst. colors, (Bic Deluxe C-PM011) #MS-11		26.00 /	1040.00
131.	20G Pens, Fine point, asst. colors, (Bic BC-FS11)		33.50 /	670.00
132.	120 Mechanical Pencils, .5mm lead, (Pental Sharp 5) #P225A		2.15 /	258.00
133.	160 tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness		.50 /	80.00
134.	48 Letter Openers, metal, medium priced		.35 /	16.80
135.	1 ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)		30.55 /	30.55
136.	48 Ruler, 12", wood with double metal edge		.62 /	29.76
137.	48 Ruler, 15", wood with double metal edge		.80 /	38.40
138.	48 Ruler, 18", wood with double metal edge		.90 /	43.20
139.	148 Pairs, Scissors, 8", straight, medium priced		1.20 /	177.60
140.	148 Staplers, Desk, Standard, Black - #82101		5.25 /	777.00
141.	4G Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)		21.60 /	86.40
142.	4G Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)		27.40 /	109.60
143.	36 Pkgs Chalk, anti-dust, (Crayola T2-1402)		.40 /	14.40
144.	6 Chalk Eraser, (Weber Costello, TS-804-526)		.90 /	5.40
145.	300 Bxs. Staples, standard, for desk staplers		.65 /	195.00
146.	60 Bxs. Staples, undulated, (Ace #700)		1.45 /	87.00
147.	12 Stapler, clipper type, (Ace #702)		12.25 /	147.00

Estimated Order		Item	Unit	
Quantity			Price /	Total
148.	148	Staple remover, (Ace Standard #60)	.35 /	51.80
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068)	13.50 /	162.00
150.	20	Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol U8-AP806)	9.50 /	190.00
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306) 604A	12.35 /	296.40
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60)	2.69 /	161.40
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810)	1.05 /	210.00
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810)	1.39 /	834.00
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810)	2.45 /	176.40
156.	72	Rolls, Tape,drafting, 3/4" x 60 yds., (Scotch #230)	1.95 /	140.40
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230)	2.40 /	172.80
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1)	2.75 /	330.00
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2)	5.50 /	396.00
160.	75'	Magnetic Tape, 1/2" wide	.25 /	18.75
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo)	.60 /	14.40
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo)	.78 /	37.44
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo)	.98 /	94.08
164.	24	Engineer Scales & Cases (3 sided)	2.55 /	61.20
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico)	.85 /	30.60
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico)	.85 /	30.60
167.	72	Rls,Tape,Filament, 3/4"x60 yds., (Scotch R8-898)	3.59 /	258.48

Estimated Order			Unit	
Quantity	Item		Price /	Total
168.	72 Desk Pad BlotTERS, 19 x 24, green, brown, or black		.47 /	33.84
169.	72 Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design		3.80 /	273.60
170.	100 Desk Pad Covers, acetate, 19 x 24, .0075 thick		1.05 /	105.00
171.	48 Paper Punch, clipper type, 1/4", (Premier 404) #KL-011		.59 /	28.32
172.	48 Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61)		2.65 /	127.20
			4.00	192.00
173.	48 Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2- R535-61) R252-61		/	
174.	48 Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61)		5.30 /	254.40
175.	10G Correction Fluid, white, (Liquid Paper)		120.00/	1200.00
176.	1G Correction Fluid Thinner, (Liquid Paper Thinner)		78.00/	78.00
177.	4G Correction Fluid, for copies, (Liquid Paper)		128.00/	512.00
178.	2G Correction Fluid, colors, (Liquid Paper)		128.00/	256.00
179.	48 Stamp Pad Ink, 1 1/2 oz., assorted colors		1.85 /	88.80
180.	24 Rubber Cement, 4 Oz., (Carter's)		.83 /	19.92
181.	6 Rubber Cement Empty Pint Jar, w/app. brush		5.00 /	30.00
182.	5 Gal. Rubber Cement, one gallon containers, (Carter's)		12.00/	60.00
183.	6 Qts. Rubber Cement Thinner, one quart, (Carter's)		2.90/	17.40
184.	12 Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat)		1.48/	17.76
185.	100 Poster Board, 22" x 28", white		.45/	45.00
186.	72 Bx Thumb Tacks, non-rusting metal, large, 100 per box - #782C		.55/	39.60

Estimated Order		Item	Unit	
Quantity			Price	Total
187.	48	Bxs. Map Tacks, assorted colors	1.70 /	81.60
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Also Cl 213-8) W.J. #549-14m	.69 /	276.00
189.	96	Desk Cleaner, (3M Desk & Office Cleaner)	1.80 /	172.80
190.	12	Sets Book Ends, Metal, 9"	4.15 /	49.80
191.	12	Sets Book Ends, metal, 5"	1.20 /	14.40
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk -#2956	2.85 /	68.40
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk #2955	2.10 /	50.40
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812) 14-812	2.05 /	82.00
195.	24	Binders, metal post, ledger style, 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)	12.40 /	297.60
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811) #14-811	2.05 /	246.00
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A) Wilson Jones #LV-19A	6.25 /	150.00
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A) Wilson Jones #LV-17A	4.55 /	109.20
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M) ← DISCONTINUED AIGNER # CI-5031-6C	3.00 /	144.00
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	44.75 /	895.00
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	44.75 /	895.00
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35)	9.00 /	18.00
203.	20	Paper Punch, 3 hole, Heavy Duty - #200	5.50 /	110.00
204.	12	Date Stamp, (Rex-1, Pullman PD-1)	1.58 /	18.96
205.	12	Date Stamp, (Rex-2, Pullman PD-2)	1.58 /	18.96
206.	2M	Rls. Adding Machine Tape, 2 1/4"	.27 /	540.00

Estimated Order		Item	Unit	
Quantity			Price	Total
207.	1C	Rls. Adding Machine Tape, 3"	.39 /	39.00
208.	1C	Rls. Adding Machine Tape, 3 7/16"	.44 /	44.00
209.	48	Sets Index, 3 Ring, A - Z, (Aico C-213)	1.40 /	67.20
210.	40	Bxs. Tabs, plastic for hanging folders, (Oxford #42) <i>WILSON JONES #531-13M</i> <i>SCM #HF158</i>	.65 /	26.00
211.	240	Micro-cassette, 60 minutes, (Scotch #543)	1.60 /	384.00
212.	500	Cassette Tapes, 60 minutes, (Scotch)	.95 /	475.00
213.	500	Cassette Tapes, 90 minutes, (Scotch)	1.25 /	625.00
214.	2M	Envelopes, manila, oversize mailing, (Kraft #12)	30.50 /	61.00
215.	4M	Shipping Tags, w/string, (Dennison S1-11-595)	22.50 /	90.00
216.	4M	Rolodex Cards, 2 1/4" x 4" - #024	6.90 /	27.60
217.	1M	Filler Paper, 3 ring, plain, (National #14-280) <i>W.G. #2813 P</i>	19.90 /	19.90
218.	600	Pkgs., Labels, File Folder, asstd. colors, (Avery FF3)	1.55 /	930.00
219.	10	Bxs. Tabs, Index, cloth, gray, (Dennison 59-106)	1.35 /	13.50
220.	60	Easel Pads, 27 x 34, (Ampad #24-031) <i>SCM #5-4-150</i>	6.30 /	378.00
221.	96	Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706)	1.40 /	134.40
222.	4	Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T)	3.95	15.80
223.	120	Gluestick, 6 Oz., (Pritt Y9-95180)	1.00 /	120.00
224.	12	Dz. Calculator Ribbons, cloth, BR80N	11.50 /	138.00
225.	8G	Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555) <i>Nu-Kote #86L</i>	51.00 /	408.00
226.	6	Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11)	6.75 /	40.50
227.	6	Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing,	7.15 /	42.90

Estimated Order			Unit	
Quantity	Item		Price	Total
	(Nu-Kote 02-NK14)			
228.	10 Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2)		6.75 /	67.50
229.	6 Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14)		7.15 /	42.90
230.	48 Sorting Compound, moistener for finger tips, large, (Sortkwik)		1.03 /	49.44
231	120 Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601)		1.70 /	204.00
232.	36 Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series)		8.75 /	315.00
233.	100 Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series)		1.68 /	168.00
234.	30 Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series)		1.70 /	51.00
235.	6G Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY)		145.00 /	870.00
236.	3G Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322) Nu-KOTE B155		445.00 /	1335.00
237.	4G Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL)		51.00 /	204.00
238.	48 Reference File, V-Style, (Rolodex VIP-24)		10.70 /	513.60
239.	288 Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345)		2.15 /	619.20
240.	120 Eraser Refill, for Quicker Clicker PD 345		.57 /	68.40
241.	10G Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes) - #655		100.80 /	1008.00
242.	20G Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes) - #654		79.20 /	1584.00

	<u>Order</u> <u>Quantity</u>	<u>Item</u>		
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes) - # 653	34.20 /	342.00
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes) - # 656	57.60 /	345.60
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico- 50-176) SCM # CB4-511	3.15	630.00
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK)	14.40 /	172.80
247.	12	Telephone List Finder Refills, Bates Director	4.30 /	51.60
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353)	9.45 /	75.60
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855)	5.55 /	33.30
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035) G/W #93 BLA	4.10 /	32.80
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046) G/W #94 BLA	4.55 /	36.40
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058) G/W #95 BLA	5.10 /	40.80
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808)	6.75 /	648.00
254.	12	Reference Books, Thesaurus, (Roget's)	8.75 /	105.00
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720)	2.99 /	179.40
256.	24	Pencil Cups, Plastic, Black - # 287-9	2.00 /	48.00

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY
ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

Fidelity and Deposit Company

HOME OFFICE

OF MARYLAND

BALTIMORE, MD. 21203

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, BUSINESS EQUIPMENT CO., INC.

620 S. Calhoun Street

Fort Wayne, IN 46802

, as Principal, (hereinafter called the "Principal"), and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, of Baltimore, Maryland, a corporation duly organized under the laws of the State of Maryland, as Surety, (hereinafter called the "Surety"), are held and firmly bound unto CITY OF FORT WAYNE

City County Building, Third Floor

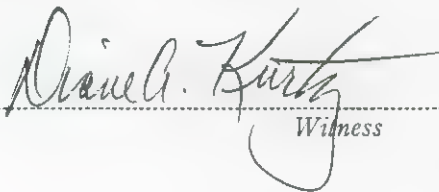
Fort Wayne, IN 46802

as Obligee, (hereinafter called the "Obligee"), in the sum of Five Percent (5%) of Contractors Maximum Bid Dollars (\$), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Office Supplies for 1989

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter into such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this Sixteenth day of February A.D. 19 89

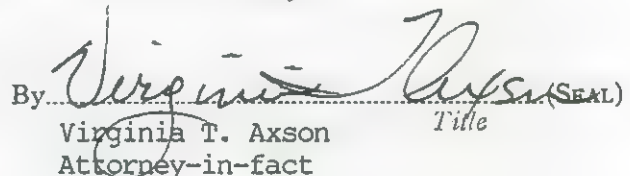

Witness

BUSINESS EQUIPMENT CO., INC. (SEAL)
Principal


Title

FIDELITY AND DEPOSIT COMPANY OF MARYLAND
Surety


Carol J. Jennings
Witness

By  (SEAL)
Virginia T. Axson
Attorney-in-fact
Title

POWER OF ATTORNEY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

HOME OFFICE, BALTIMORE, MD.

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by **C. M. PECOT, JR.**, Vice-President, and **C. W. ROBBINS**, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which reads as follows:

"The Chairman of the Board, or the President, or any Executive Vice-President, or any of the Senior Vice-Presidents or Vice-Presidents specially authorized so to do by the Board of Directors or by the Executive Committee, shall have power, by and with the concurrence of the Secretary or any one of the Assistant Secretaries, to appoint Resident Vice-Presidents, Assistant Vice-Presidents and Attorneys-in-Fact as the business of the Company may require, or to authorize any person or persons to execute on behalf of the Company any bonds, undertakings, recognizances, stipulations, policies, contracts, agreements, deeds, and releases and assignments of judgements, decrees, mortgages and instruments in the nature of mortgages, . . . and to affix the seal of the Company thereto."

does hereby nominate constitute and appoint Duane E. Lupke, Donald L. Coffey, Edward B. Rice, Walter E. Boose, Virginia T. Axson, Gerald Clancy and Judith A. Snyder, all of Fort Wayne, Indiana, EACH.....
its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings.....

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons.
This power of attorney revokes that issued on behalf of Duane E. Lupke, etal, dated, December 27, 1985.

The said Assistant Secretary does hereby certify that the foregoing is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 2nd day of April, A.D. 1986.....



ATTEST:

FIDELITY AND DEPOSIT COMPANY OF MARYLAND

CW Robbins

By

CM Pecot Jr
Vice-President

Assistant Secretary

STATE OF MARYLAND
CITY OF BALTIMORE

} SS:

On this 2nd day of April, A.D. 1986, before me the subscriber, a Notary Public of the State of Maryland, in and for the City of Baltimore, duly commissioned and qualified, came the above-named Vice-President and Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself depose and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by Official Seal, at the City of Baltimore, the day and year first above written.



Carol J. Fader
Notary Public Commission Expires July 1, 1986...

CERTIFICATE

I, the undersigned, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the Vice-President who executed the said Power of Attorney was one of the additional Vice-Presidents specially authorized by the Board of Directors to appoint any Attorney-in-Fact as provided in Article VI, Section 2 of the By-Laws of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 16th day of July, 1969.

RESOLVED: "That the facsimile or mechanically reproduced signature of any Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said Company, this 16th day of February, 1989

W E Best
Assistant Secretary

L1428a-Cif. -044-2987

FOR YOUR PROTECTION LOOK FOR THE F&D WATERMARK

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Business Equipment Co.
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council of the City of Fort Wayne, Indiana, has passed an ordinance condemning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons, firms or corporations submitting bids to the City, for goods and services, certify, as part of the bid, that such entity does not support the policies of apartheid in South Africa.

The undersigned states, on behalf of Business Equipment
Company, that Business Equipment Company
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 15th day of February, 1989.

Business Equipment Company
(Name of Bidder/Vendor)

Diane A. Kurtz
(Name and Title of Person Signing)
Diane A. Kurtz, Purchasing Agent

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: Feb 15, 1989

1. Governmental Unit: City of Ft. Wayne Purchasing Dept.

2. County: Allen County

3. Bidder (Firm): Business Equipment Company

Address: 620 South Calhoun St.

City/State: Fort Wayne, IN 46802

4. Telephone Number: (219) 423-2588

5. Agent of Bidder (if applicable): Diane A. Kurtz

Pursuant to notices given, the undersigned offers bid(s) to City Purchasing Dept. (Gov-
ntal Unit) in accordance with the following attachment(s) which specify the class or item number or
ption, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or
stions in the items specified will render such bid void as to that class or item. Bidder promises that
s not offered nor received a less price than the price stated in his bid for the materials included in
bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A
fied check or bond shall be filed with each bid if required, and liability for breach shall be enforce-
upon the contract, the bond or certified check or both as the case may be.

Diane A. Kurtz

Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body.
ing is an example of the bid format:

Item	Quantity	Unit	Description	Unit Price	Amount
------	----------	------	-------------	------------	--------

per attached sheets

NON-COLLUSION AFFIDAVIT

OF INDIANA)
) SS:
IN COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other
, representative, or agent of the firm, company, corporation or partnership represented by him,
d into any combination, collusion or agreement with any person relative to the price to be bid by
at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding,
at this bid is made without reference to any other bid and without any agreement, understanding or
ation with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly
irectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Business Equipment Company

Bidder (Firm)

Diane A. Kurtz

Signature of Bidder or Agent

Subscribed and sworn to before me this 15 day of February, 1989.

Commission Expires: 11/29/92

of Residence: Allen

Helen Fitzgerald

Notary Public

Helen Fitzgerald

Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of
(Governmental Unit) hereby accepts the terms of the attached bid for
or items numbered _____ and promises to pay the undersigned bidder upon delivery the price
for the materials stipulated in said bid.

Contracting Authority Members:

Date:

INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
219-427-1101

BID OPENING DATE: 2/16/89 BID REFERENCE # 873

BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A. M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS AND SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER."

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES

AND REQUESTED BY OFFICE SERVICES DEPT

PLEASE RETURN THIS FORM AND/OR ANY OF THE OTHER FORMS AS REQUESTED ON THE THE SHEET OF CONTENTS WITH YOUR SEALED BID.

THIS BID REQUIRES A X 5% BID BOND, CERTIFIED CHECK, OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____ %
IF PAID WITHIN _____ DAYS.

THE CITY OF FORT WAYNE IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS 356-001-255-0013. PRICES SHOULD NOT INCLUDE THESE TAXES.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME Shrex/div. of Pence-Dickens & Heeter, Inc.

STREET ADDRESS 323 East Berry Street

CITY Fort Wayne, IN 46802

BY  PHONE 426-3315
REPRESENTATIVE SIGNATURE

SCHEDULE

1. The contractor agrees to furnish at his/her/its own cost all labor, insurance, materials, equipment, and power for the completed delivery of the supplies.

All supplies and deliveries of supplies will be in accordance with: the IFB, this contract and any applicable plans, specifications, and drawings for a TOTAL PRICE of \$63,084.39. (If unit prices are applicable, the contractor agrees to perform for those unit prices as set forth in the Schedule of Unit Prices attached hereto.) The supplies shall be delivered as follows:

/___/ 2. LIQUIDATED DAMAGES PROVISION. It is hereby agreed by and between the City of Fort Wayne and contractor that time is of the essence of this agreement, and the contractor agrees that it will deliver the supplies as herein called for on or before the time spelled out in the contract. The parties agree that it is a business and governmental necessity that the supplies be delivered by these dates. The parties agree that in the event the supplies are not delivered by these dates, that it will be difficult or impossible to make an accurate determination of the damages that will be incurred by the City of Fort Wayne, and therefore provide for liquidated damages in the sum of \$_____ per day as a reasonable estimate as to the damages which would be incurred by the City of Fort Wayne. The parties further agree that causes beyond the control of the contractor may delay delivery of supplies. Therefore, the parties agree that delays in the dates for delivery of supplies beyond the control of the contractor shall not result in liquidated damages.

Delays beyond the control of the contractor can include but are not restricted to: Acts of God or of the public enemy, acts of the United States Government, State of Indiana Government and City of Fort Wayne in either its sovereign or contractual capacity, fires, floods, epidemics, guarantee restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the failure to perform must be beyond control and without the fault or negligence of the contractor. If the failure to perform is caused

CERTIFICATION OF BIDDER/VENDOR

The undersigned, on behalf of Pence-Dickens & Heeter, Inc.
_____, does hereby make the following representations
to the City of Fort Wayne, Indiana.

WHEREAS, it is acknowledged that the Common Council
of the City of Fort Wayne, Indiana, has passed an ordinance con-
demning the apartheid policies of the country of South Africa;

WHEREAS, Council's ordinance requires that all persons,
firms or corporations submitting bids to the City, for goods and
services, certify, as part of the bid, that such entity does not
support the policies of apartheid in South Africa.

The undersigned states, on behalf of Pence-Dickens & Heeter, Inc.
_____, that Pence-Dickens & Heeter, Inc.
does not support or endorse the policy of apartheid in South Africa.

IN WITNESS WHEREOF, this Certification has been signed
this 14th day of February, 1989.




(Name of Bidder/Vendor)

Rick Wallace

VICE PRESIDENT, MKTG

(Name and Title of Person Signing)


Janet L. Lattree
Notary
at St. Joseph County
State of Indiana
AA-1 My Comm. exp 2-10-93

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Shrex Office Supply, Division of Pence/Dickens & Heeter, Inc.

1906 E. McKinley Hwy., Mishawaka, Indiana 46544

as Principal, hereinafter called the Principal, and THE CINCINNATI INSURANCE COMPANY

a corporation duly organized under the laws of the State of Ohio
as Surety, hereinafter called the Surety, are held and firmly bound unto

City of Fort Wayne

Allen County, Indiana

as Obligee, hereinafter called the Obligee, in the sum of

Five Per Cent of the Bid

Dollars (\$ 5% of bid),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for


Office Supplies

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 14th day of February 19 89


(Witness)

SHREX OFFICE SUPPLY, DIV. OF PENCE/DICKENS & HEETER
INC


(Principal) (Seal)
Art Celie,
(Title)


(Witness)

THE CINCINNATI INSURANCE COMPANY
(Surety) (Seal)
By: 
J. Don Crews, (Title) Attorney-in-fact

THE CINCINNATI INSURANCE COMPANY

Cincinnati, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Cincinnati, Ohio, does hereby constitute and appoint

David D. Gibson; J. Don Crews; Gregory S. Downes; Sandra K. Wallace;
Barbara E. Pearson; Connie S. Masterman and/or Dorothy H. Neilson

of Plymouth, Indiana its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to
Five Million and No/100 Dollars (\$5,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973:

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary and Treasurer and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Senior Vice President this 14th day of June, 1984.



STATE OF OHIO) ss:
COUNTY OF HAMILTON)

THE CINCINNATI INSURANCE COMPANY

David D. Gibson
Senior Vice President

On this 14th day of June, 1984, before me came the above-named Senior Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.

Henry G. Berlon

HENRY G. BERLON, Attorney At Law
Notary Public State of Ohio
My commission has no expiration date.
Section 147.03 R. C.

I, the undersigned Secretary and Treasurer of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Cincinnati, Ohio.
this 14th day of February 1989.



Robert J. Dineen
Secretary and Treasurer

Estimated Order		Item	Unit	
Quantity			Price	Total
1.	400	Report Covers, 11 x 8 1/2, side opening, (Accopress #2507), various colors SMD-81052	<u>.85 EA /</u>	<u>340.00</u>
2.	200	Report Covers, 11 x 8 1/2, end opening, (Accopress #1704), various colors SMD-81124	<u>.90 EA /</u>	<u>180.00</u>
3.	200	Report Covers, 14 x 8 1/2, end opening, (Accopress #1904), various colors SMD-81132	<u>1.07 EA /</u>	<u>214.00</u>
4.	800	Nylon Prong Binders, 14 7/8 x 11, for computer print-outs, (Wilson Jones 14-1411N) NAT-93-383	<u>1.74 EA /</u>	<u>1392.00</u>
5.	24	Three Ring Binder, 8 1/2 x 11, 1 1/2 " ring, front and rear pockets, (Wilson Jones 364-34) NAT-68-985	<u>2.98 EA /</u>	<u>71.52</u>
6.	24	Three Ring Binder, 9 1/2 x 6, 1" ring, (Wilson Jones B3-198-12B or Wilson Jones 364-12B) NAT-68-969	<u>2.16 EA /</u>	<u>51.84</u>
7.	24	Three Ring Binder, 9 1/2 x 6, 2" ring, (Wilson Jones B3-198-42B) NAT-68-962	<u>3.55 EA /</u>	<u>85.20</u>
8.	24	Three Ring Binder, 8 1/2 x 5 1/2, 2" ring, (Wilson Jones B3-198-40B) NAT-68-952	<u>3.55 EA /</u>	<u>85.20</u>
9.	24	Three Ring Binder, 8 1/2 x 5 1/2, 1" ring, (Wilson Jones B3-198-10B) NAT-68-959	<u>2.16 EA /</u>	<u>51.84</u>
10.	30	B&P 1470 Roll Books 10 1/2 x 8 1/4 with 150 pages 1470-150	<u>13.23 EA /</u>	<u>396.90</u>
11.	40	Account Book, 150 Pages, ledger, journal or record, (National 37-331, or B&P 67-1/8) ESS-6718-150-R	<u>9.22 EA /</u>	<u>368.80</u>
12.	12	Gross Steno notebooks, spiral bound, (WJ 1115W) AMP-25-274	<u>66.24 GR /</u>	<u>794.88</u>
13.	200	Report Covers, Plastic with slide-on Spine, Clear CLN-32557	<u>.15 EA /</u>	<u>30.00</u>
14.	200	Report Covers, Plastic with slide-on Spine, CLN-3255X	<u>.15 EA /</u>	<u>30.00</u>
15.	12C	Report Covers, double inside pockets, with 3 fasteners, Asst. Colors, (Duo Tang #54128) SMD-88052	<u>34.00 C /</u>	<u>408.00</u>
16.	12C	Report Covers, 3 double tang fasteners, Asst. Colors, (Duo-Tang #51258) SMD-87152	<u>24.00 C /</u>	<u>288.00</u>

Estimated Order		Unit	
Quantity	Item	Price	Total
17.	1M Report Covers, double inside pockets, w/o metal fasteners, Asst. Colors, (Duo-Tang #50125) SMD-87852	176.00 M/	176.00
18.	60 Metal Drawer Frames for 8 1/2 x 11 hanging files OFF-HF-LT	1.00 EA	60.00
19.	24 Metal Drawer Frames for 8 1/2 x 14 hanging files OFF-HF-LG	1.11 EA	26.64
20.	40M File Folders heavy manila, 8 1/2 x 11 1/3, 1/5 or straight cut SMD-10330	36.41 M/	1456.40
21.	20M File Folders heavy manila, 8 1/2 x 14 1/3, 1/5 or straight cut SMD-15330	48.40 M/	968.00
22.	2M Hanging Folders, 8 1/2 x 11 HF-151	162.63 M/	325.26
23.	2M Hanging Folders, 8 1/2 x 14 HF-152	196.20 M/	392.40
24.	500 Hanging Folders, Box Bottom, 8 1/2 x 11, (Pendaflex F2-4152 x 2) SMD-64212	.56 EA	280.00
25.	200 Hanging Folders, Box Bottom, 8 1/2 x 14, (Pendaflex F2-4153 x 2) SMD-64312	.64 EA	128.00
26.	1M File pockets, 1 3/4" expansion, 8 1/2 x 11, (Smead 1514C or Wilson Jones #62) SMD-73214	540.00 M/	540.00
27.	1M File pockets, 1 3/4" expansion, 8 1/2 x 14, (Smead 1516C or Wilson Jones #72) SMD-74214	653.00 M/	653.00
28.	15M File pockets, 3 1/2" expansion, 8 1/2 x 11, (Smead 1524E) SMD-73224	653.00 M/	9795.00
29.	1M File pockets, 3 1/2" expansion, 8 1/2 x 14, (Smead 1526E) SMD-74224	743.00 M/	743.00
30.	15C File pockets, 5 1/4" expansion, 8 1/2 x 11, (Smead 1534 or WJ 66) SMD-73234	76.50 C/	1147.50
31.	1M File pockets, 5 1/4" expansion, 8 1/2 x 14, (Smead #1536G or WJ 76) SMD-74234	877.00 M/	877.00
32.	30 Dictionary, Webster's Collegiate, 9th Edition MER-9	11.50 EA	345.00
33.	60 Expanding Wallets, 11 3/4 x 9 1/2, 5 1/4" exp. (Smead 1073G) SMD-71073	1.11 /	66.60

Estimated Order		Item	Unit	
Quantity			Price	Total
34.	60	Expanding Wallets, 11 3/4 x 9 1/2, 3 1/2" exp., (Smead 1053E) SMD-71053	1.00 EA	/ 60.00
35.	120	Expanding Wallets, 15 x 10, 3 1/2" exp.. (Smead M6-1056E) SMD-71056	1.17	/140.40
36.	2M	Envelopes, Sub. 32, Buff, Clasp, 7 1/2 x 10 1/2 ENV-06-164	59.53 M	/119.06
37.	4M	Envelopes, Sub. 32, Buff, Clasp, 10 x 13 ENV-06-170	69.06 M	/276.24
38.	1M	Envelopes, Sub. 32, Buff, Clasp, 11 1/2 x 14 1/2 ENV-06-171	90.29 M	/ 90.29
39.	1M	Envelopes, Sub 32, Buff, Clasp, 12 x 15 1/2 ENV-06-172	96.42 M	/ 96.42
40.	1M	Envelopes, Sub. 32, Buff, Clasp, 6 x 9 ENV-06-162	48.57 M	/ 48.57
41.	2M	Envelopes, Sub. 32, Buff, Clasp, 9 1/2 x 14 1/2 ENV-38294	84.69 M	/169.38
42.	1M	Envelopes, Sub. 32, Buff, Clasp, 10 x 15 ENV-06-169	84.69 M	/ 84.69
43.	10M	Envelopes, Sub. 32, Buff, Clasp, 9 x 12 ENV-06-166	54.83 M	/548.30
44.	24	sets File guides, pressboard, 11 x 8 1/2, 11 x 8 1/2, metal tabbed w/o rod eyelet (Smead S1151-25) SMD-50576	8.97	/215.28
45.	48	sets File guides, pressboard, 11 x 8 1/2, Alpha, plastic tabs, (Oxford G7-xP225) SMD-50476	6.07 ST	/291.36
46.	48	sets File guides, pressboard, 14 x 8 1/2, Alpha, plastic tabs, (Oxford GX-XP1025) SMD-52476	9.42 ST	/452.16
47.	24	sets File guides, pressboard, 14 x 8 1/2, Alpha, metal tabs, w/o rod eyelet, (Smead S2151-25) SMD-52576	10.56 ST	/253.44
48.	36	sets Card Guides, 3 x 5, Alpha, plain tabs, Buff, (Smead 515-25, Barkley 575-2) SMD-55276	1.24 ST	/ 44.64
49.	24	sets Card Guides, 4 x 6, Alpha, plain tabs, Buff, (Smead 625-25, Barkley 675) SMD-56076	.94 ST	/ 22.56
50.	10	bxs. Card Guides, 3 x 5, 1/3 cut, plain blank, 100 per box, (Smead 523) SMD-55030	1.89 BX	/ 18.90
51.	10	bxs. Card Guides, 4 x 6, 1/3 cut, plain blank tab, 100 per box, (Smead 623) SMD-56030	2.81 BX	/ 28.10

Estimated Order		Unit	
Quantity	Item	Price	Total
52. 10	bxs. Card Guides, 5 x 8, 1/3 cut, plain blank tab, 100 per box, (Smead 823) SMD-57030	4.27 BX /	42.70
53. 48	sets Card Guides, 4 x 6, Buff, Alpha, plastic tabs, (Oxford G1-X4625-BF) AIG-6425RB	1.22 ST /	58.56
54. 24	sets Card Guides, 5 x 8, Buff, Alpha, plastic tabs, (Smead G3-8150-25) AIG-8525RB	1.52 ST /	36.48
55. 48	sets Card Guides, 3 x 5, Alpha, plastic tabs, (Smead G3-5250-25) AIG-5325RB	1.07 ST /	51.36
56. 10	Bxs. Tabulating Card Guides, 7 3/8 x 3 1/4, 1/5 cut (Smead G3-TA25) SMD-59050	3.36 BX /	33.60
57. 20M	Index Cards, white ruled, 3 x 5, (1/m box) IDX-351WH-C	2.93 M /	58.60
58. 10M	Index Cards, white ruled, 4 x 6, (1/m box) IDZ-461WH-C	4.71 M /	47.10
59. 8M	Index Cards, white ruled, 5 x 8, (500/c box) IDX-581WH-C	8.11 M /	64.88
60. 15C	Filler Paper, 3 ring, white faint ruled, 500 box, 8 1/2 x 11, (National 14-281) NAT-14-281	3.40 C /	51.00
61. 4M	Filler Paper, 3 ring, white faint wide ruled, 8 1/2 x 11, reinforced, (B & P A3-5312-102A) AIG-WB213R	29.75 M /	119.00
62. 1M	Filler Paper, 3 ring, white faint ruled, 9 1/2 x 6, (National A3-14-261 or Plain A3-14-260) NAT-14-261	27.35 M /	27.35
63. 1M	Filler Paper, 3 ring, white faint ruled, 8 1/2 x 5 1/2, (National A3-14-251 or Plain A3-14-250) NAT-14-251	20.68 M /	20.68
64. 200	Analysis Pads, 11 x 8 1/2, side bound, w/holes on bound side, Buff or Green, this includes, 2,3,4,5,6,7,and 8 columns, (WJ 7200 Series) WIL-G7204	1.85 EA /	370.00
65. 30	Analysis Pads, Wilson Jones G7214D WIL-G7214D	1.85 EA /	55.50
66. 30	Analysis Pads, Wilson Jones 7513 WIL-G7513	4.09 EA /	122.70
67. 30	Analysis Pads, Wilson Jones G7608GW WIL-G7608B	2.57 EA /	77.10
68. 800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-3) WIL-10-3	9.61 C /	76.88

Estimated Order		Item	Unit	
Quantity			Price	Total
69.	800	Ledger Sheets, 9 1/2 x 11 7/8, white or green, (Wilson Jones 10-8) NAT-18-408, 17-408	10.07 C /	80.56
70.	20G	Legal ruled pads, 8 1/2 x 14, yellow & white AMP-20-230, 20-330	65.52 GR /	1310.40
71.	20G	Legal ruled pads, 8 1/2 x 11 3/4, yellow & white AMP-20-220, 20-320	54.72 GR /	1094.40
72.	12G	Legal ruled pads, 5 x 8, yellow & white AMP-20-204, 20-304	30.96 GR /	371.52
73.	3M	Sheet Protectors, Acetate, 8 1/2 x 11, for 3 ring binders, (C-Line 00010) CLN-00010	61.00 M /	183.00
74.	12	rolls Correction Tape, adhesive, 1/6" wide, (Avery CR 16) AVE-CR16	.64 RL /	7.68
75.	24	Paper Spindles ROG-2721-SI	.86 EA /	20.64
76.	15	pack Correction Paper for typing, white/colors, (Super Ko-Rec-Type, 01-1SK) KOR-1-ES-XX	1.65 PK /	24.75
77.	50	LB. Rubber Bands, 1/4# Box and 1# Box, assorted sizes PDH-018Q, PDH-R18	1.52 LB /	76.00
78.	6	File Boxes, Metal, 3 x 5 x 8, (Weis #835) GLO-835-BK	7.37 EA /	44.22
79.	6	File Boxes, Metal, 3 x 5 x 6, Black, (GW H4-653) GLO-653-BK	4.59 EA /	27.54
80.	6	File Boxes, Metal, 4 x 6 x 6, Black, (GW H4-664) GLO-664-BK	5.64 EA /	33.84
81.	6	File Boxes, Metal, 4 x 6 x 4, Black, (GW H4-644) GLO-644-BK	4.59 EA /	27.54
82.	6	File Boxes, Metal, 4 x 6 x 8, Black, (GW #846) GLO-846-BK	8.62 EA /	51.72
83.	8	File Boxes, Metal, 3 x 5 x 3, Black, (GW H4-533) GLO-533-BK	3.26 EA /	26.08
84.	6	File Boxes, Metal, 5 x 8 x 8, Black, (GW #858) GLO-858-BK	9.95 EA /	59.70
85.	240	Storage Boxes, 12 Ctn, (#11 Liberty Storage Bx) BAN-11	3.80 EA /	912.00
86.	240	Storage Boxes, 12 Ctn, (#12 Liberty Storage Bx) BAN-12	4.35 EA /	1044.00
87.	60	Storage Boxes, 12 Ctn, (#725 Liberty Storage Bx) BAN-725	1.98 EA /	118.80
88.	24	Clipboard, 6 x 9 NAT-05-610	.73 EA /	17.52
89.	120	Clipboards, 8 1/2 x 11 NAT-65-612	.74 EA /	88.80

Estimated Order			Unit
Quantity	Item		Price / Total
90.	60 Clipboards, 8 1/2 x 14	NAT-05-613	<u>.79 EA / 47.40</u>
91.	100M Paperclips, #1, standard, rustproof	OFF-PC-1	<u>8.90 M / 890.00</u>
92.	12 Bxs. Butterfly Paper Clamps (12/box)	OFF-ID-1	<u>.27 BX / 3.24</u>
93.	20M Jumbo paper clips, 2" long	OFF-PCG	<u>2.70 M / 54.00</u>
94.	180 Magnetic clips with 1 1/4" clamp, 18/Box (Boston P3-2026)	HUN-2026	<u>.58 EA / 104.40</u>
95.	120 Magnetic clips with 2 1/4" clamp, 12/Box (Boston P3-2027)	HUN-2077	<u>.78 EA / 93.60</u>
96.	48 Paper clip holders, Magnetic	OFF-CDS-BK	<u>.48 EA / 23.04</u>
97.	48 Dz. Binder Clips/Paper Clamps, (Manhattan #20)	OFF-BC20	<u>.37 DZ / 17.76</u>
98.	72 Dz. Binder Clip/Paper Clamps, (Manhattan #50)	OFF-BC50	<u>.72 DZ / 51.84</u>
99.	72 Dz. Binder Clip/Paper Clamps, (Manhattan #100)	OFF-BC100	<u>1.82 DZ / 131.04</u>
100.	120 Stamp Pads, Asst. Colors, (Sanford's #1)	CAR-21-381, 371, 361	<u>.77 EA / 92.40</u>
101.	60 Stamp Pads, Asst. Colors, (Sanford's #2)	CAR-21-382, 372, 362	<u>1.19 EA / 71.40</u>
102.	48 Stamp Pad Inker, Roll-on, Asst. Colors	SAN-58701, 02	<u>.93 EA / 44.64</u>
103.	48 Tape Dispensers, Hand held, 1/2" (Scotch H-126)	MMM-H126	<u>.32 EA / 15.36</u>
104.	30 Tape Dispenser, Black, for tape 3/4" x 1296, (Scotch R8-C40)	MMM-C40-BK	<u>3.66 EA / 109.80</u>
105.	8 Tape Dispenser, 3" core, for tape 1" x 2592, (Scotch R8-C25)	MMM-C25	<u>10.25 EA / 82.00</u>
106.	120 Tape Dispensers, Hand Held, 3/4", (Scotch H-127)	MMM-H127	<u>.32 EA / 38.40</u>
107.	6 Dz. Erasers, (Pink Pearl #100)	EBF-100	<u>2.76 DZ / 16.56</u>
108.	8G Erasers, Pencil Tip Wedge	EBF-1212	<u>4.32 GR / 34.56</u>
109.	4 Dz. Erasers, (Art Gum #211)	FAB-73028	<u>2.16 DZ / 8.64</u>
110.	6 Dz. Erasers, (Eberhard Faber Pink Pearl #400)	EBF-400	<u>3.72 DZ / 22.32</u>

Estimated Order		Item	Unit	
Quantity			Price	Total
111.	120	Bxs. Paper Fasteners, Metal, 50/Bx, (#22 Acco Fasteners) ACC-70022	2.19 BX/	262.80
112.	30	Dz. Finger Tips, Asst. sizes, (Parr Swingline) SWI-5401-54005	1.20 DZ/	36.00
113.	8	Copy Holder, Metal, 7 x 9 1/2, (Liberty #76) BAN-00764,00767,00768	5.17 EA/	41.36
114.	72	Bxs. Push Pins, Plastic heads, Asstd Colors (100/box) OFF-PPB-AT	.78 BX/	56.16
115.	120	Desk Trays, Letter size, stackable, (Eldon #1600) ELD-1600-XX	1.37 EA/	164.40
116.	96	Desk Trays, Large size, stackable, (Eldon #1604) ELD-1604-XX	4.95 EA/	475.20
117.	24	Eraser, (Magic Rub Drafting Faber-Castell T9-1954) FAB-1954	.29 EA/	6.96
118.	5C	Paper Fasteners, Self-Adhesive, 2" cap., (Acco Z1-70021) SMD-68220	3.79 C /	18.95
119.	200	Pkg. Labels, self-adhesive, 2 x 4, (Avery S-6432) DEN-43-560	1.49 PK/	298.00
120.	15C	Pkg. Labels, Self-Adhesive, for mailing, 15/16" x 2 11/16", 33 Labels on an 8 1/2" x 11" sheet, to be used in copiers and Laser Printers AVE-5160	14.02 C /	210.30
121.	70	Dz. Hi-Liters, asstd colors, wide tip, (Carters 09-07742--09-07749) CAR-24-122-129	2.76 DZ/	193.20
122.	96	Envelope Moistner, plastic tube with sponge end, (Sterling Master) STE-513	.54 EA/	51.84
123.	40G	Pencils, black lead, #2, 2 1/2 and 3, (Ticonderoga) DIX-13881-4	13.44 GR/	537.60-
124.	12	Dz. Pencils, Asst. Colors, w/erasers, (Eagle VeriThin) BER-2745	2.34 DZ/	28.08
125.	2	Dz. Pen Refills, Universal, ball point, blue, black and red, med. pt. and fine pt. FSH-01-14	5.52 DZ/	11.04
126.	6G	Wide tip markers, asstd. colors, (El Marko 751-759-01) CAR-270171-178	34.56 GR/	207.36
127.	24	Pkgs. Eraser Refills, Mechanical Pencil, (Pentel Sharp #5) PEN-Z2-1	.41 PK/	9.84

Estimated Order				Unit	
Quantity	Item			Price	Total
128.	24 Pens and attachable anchors, (Sta-Put, W. T. Rogers)	ROG-2109-BK		1.60 EA /	38.40
129.	24 Pen refills, for attachable pens, (Sta-Put, W. T. Rogers)	ROG-2108-BK		.82 EA /	19.68
130.	40G Pens, med. pt., asst. colors, (Bic Deluxe C-PM011)	BIC-GSM11-BK		9.55 GR /	382.00
131.	20G Pens, Fine point, asst. colors, (Bic BC-FS11)			35.32 GR /	706.40
132.	120 Mechanical Pencils, .5mm lead, (Pental Sharp 5)	BIC-FS11-BK		.53 EA /	63.60
133.	160 tubes Lead for mechanical pencils, .5mm, asstd. shades and darkness	PEN-A125G PEN-C505-HB		.44 TU /	70.40
134.	48 Letter Openers, metal, medium priced	IDL-30150		.52 EA /	24.96
135.	1 ctn. Gummed reinforcements, 1/4" diam., 72 boxes/carton, (Dennison #2)	DEN-52-102		33.05 CN /	33.05
136.	48 Ruler, 12", wood with double metal edge	ACM-R522-12		.47 EA /	22.56
137.	48 Ruler, 15", wood with double metal edge	ACM-R522-15		.58 EA /	27.84
138.	48 Ruler, 18", wood with double metal edge	ACM-R522-18		.70 EA /	33.60
139.	148 Pairs, Scissors, 8", straight, medium priced	ACM-U1017-8		2.08 EA /	307.84
140.	148 Staplers, Desk, Standard, Black	REX-722-BK		2.94 EA /	435.12
141.	4G Pens, asst. colors, med. pt., (Papermate PA-931, 2, 3)	PAP-331-11		11.77 GR /	47.08
142.	4G Pens, Fine pt., asst. colors, (Papermate PA-936, 7, 8)	PAP-336-11		11.77 GR /	47.08
143.	36 Pkgs Chalk, anti-dust, (Crayola T2-1402)	BIN-1402		.46 PK /	16.56
144.	6 Chalk Eraser, (Weber Costello, TS-804-526)	BOS-E12		.82 EA /	4.92
145.	300 Bxs. Staples, standard, for desk staplers	SWI-STD		.48 BX /	144.00
146.	60 Bxs. Staples, undulated, (Ace #700)	ACE-70001		2.01 BX /	120.60
147.	12 Stapler, clipper type, (Ace #702)	ACE-70200		12.27 /	147.24

Estimated Order		Item	Unit	
Quantity			Price	Total
148.	148	Staple remover, (Ace Standard #60) OFF-SRA	.28 EA /	41.44
149.	12	Pencil Sharpener, self-feed, beige color, vacuum base, (Boston 1068) HUN-1068	9.52 EA /	114.24
150.	20	Pencil Sharpener, attachable base,selectable diameters, tan w/brown base, (Berol U8-AP806) HUN-1007	7.95 EA /	159.00
151.	24	Desk Organizers, metal, vertical file, 6 slots, (GW #306) HI-306-BK	15.04 EA /	360.96
152.	60	Rls. Tape, Packaging, 2" x 72 yds., clear (Scotch R8-3750-2-60) MMM-3750-2-CL	2.40 RL /	144.00
153.	200	Rolls, Tape, mending, 1/2" x 1296", (Scotch #810) MMM-810-12-1296	.99 RL /	198.00
154.	600	Rolls, Tape, mending, 3/4" x 1296", (Scotch #810) MMM-810-34-1296	1.30 RL /	780.00
155.	72	Rolls, Tape, mending, 3/4" x 2592", (Scotch #810) MMM-810-34-2592	2.32 RL /	167.04
156.	72	Rolls, Tape,drafting, 3/4" x 60 yds., (Scotch #230) MMM-230-34	2.09 RL /	150.48
157.	72	Rolls, Tape, drafting, 1" x 60" yds., (Scotch #230) MMM-230-1	2.60 RL /	187.20
158.	120	Rolls, Tape, masking, 1" x 60 yds., (Scotch R8-202-1) MMM-202-1	2.99 RL /	358.80
159.	72	Tape, masking, 2" x 60 yds., (Scotch R8-202-2) MMM-202-2	5.80 RL /	417.60
160.	75'	Magnetic Tape, 1/2" wide ROG-71390	.41 FT /	30.75
161.	24	Rls. Labeling Tape, 1/4", asstd colors, (Dymo) GEN-14-XX	.43 RL /	10.32
162.	48	Rls. Labeling Tape, 3/8", asstd colors, (Dymo) GEN-38-XX	.43 RL /	20.64
163.	96	Rls. Labeling Tape, 1/2", asstd colors, (Dymo) GEN-12-XX	.43 RL /	41.28
164.	24	Engineer Scales & Cases (3 sided) Q6-38CT-660	3.30 EA /	79.20
165.	36	Bxs. Tabbing, 1/2", Index, asstd colors, 5 pkgs/box, (Aico) AIG-10121	.60 BX /	21.60
166.	36	Bxs. Tabbing, 3/8", Index, asstd colors, 5 pkgs/box, (Aico) AIG-10381	.60 BX /	21.60
167.	72	Rls,Tape,Filament, 3/4"x60 yds., (Scotch R8-898) MMM-898-34	3.16 RL /	227.52

Estimated Order		Item	Unit	
Quantity			Price	Total
168.	72	Desk Pad Blotters, 19 x 24, green, brown, or black JIM-17-01332	.24 EA/	17.28
169.	72	Desk Pads, 19 x 24, green, brown, or black, with 4 padded corners, gold border design CLN-21202	3.84 EA/	276.48
170.	100	Desk Pad Covers, acetate, 19 x 24, .0075 thick CLN-10700	.87 EA/	87.00
171.	48	Paper Punch, clipper type, 1/4", (Premier 404) MCG-403R	1.09 EA/	52.32
172.	48	Pad Holder, with clip, 5 x 8, Black, (Hazel N2-R535-61) SAM-7140	2.16 EA/	103.68
173.	48	Pad Holder, with clip, 8 1/2 x 11, Black, (Hazel N2-R535-61) SAM-7141	3.31 EA/	158.88
174.	48	Pad Holder, with clip, 8 1/2 x 14, Black, (Hazel N2-R253-61) SAM-7144	4.05 EA/	194.40
175.	10G	Correction Fluid, white, (Liquid Paper) LIQ-564	100.51 GR/	1005.10
176.	1G	Correction Fluid Thinner, (Liquid Paper Thinner) LIQ-565	59.76 GR/	59.76
177.	4G	Correction Fluid, for copies, (Liquid Paper) LIQ-710	105.26 GR/	421.04
178.	2G	Correction Fluid, colors, (Liquid Paper) LIQ-566-573	105.26 GR/	210.52
179.	48	Stamp Pad Ink, 1 1/2 oz., assorted colors SAN-58701	.93 EA/	44.64
180.	24	Rubber Cement, 4 Oz., (Carter's) CAR-08-450	.51 EA/	12.24
181.	6	Rubber Cement Empty Pint Jar, w/app. brush CAR-22-632	3.45 EA/	20.70
182.	5	Gal. Rubber Cement, one gallon containers, (Carter's) CAR-22-840	8.75 EA/	43.75
183.	6	Qts. Rubber Cement Thinner, one quart, (Carter's) CAR-22-844	2.13 EA/	12.78
184.	12	Typewriter Cleaning Fluid, 2 Oz., (Dr. Scat) SCA-100L	1.72 EA/	20.64
185.	100	Poster Board, 22" x 28", white PAC-5461	.33 EA/	33.00
186.	72	Bx Thumb Tacks, non-rusting metal, large, 100 per box OFF-TT-2	.25 BX/	18.00

Estimated Order		Item		Unit	
Quantity				Price	Total
187.	48	Bxs. Map Tacks, assorted colors	MOO-101-107	<u>1.55 BX/</u>	<u>74.40</u>
188.	400	Sets Indexes, 3-ring, clear or colored tabs, (Aico CI-213-8)	AIG-CI-213-8	<u>.61 ST/</u>	<u>244.00</u>
189.	96	Desk Cleaner, (3M Desk & Office Cleaner)		<u>1.72 EA/</u>	<u>165.12</u>
190.	12	Sets Book Ends, Metal, 9"	MMM-573 IDL-16010	<u>4.14 PR/</u>	<u>49.68</u>
191.	12	Sets Book Ends, metal, 5"	IDL-17001	<u>2.20 PR/</u>	<u>26.40</u>
192.	24	Wastebaskets, 15", Heavy Duty Rubber, Blk	RUB-2956	<u>1.90 EA/</u>	<u>45.60</u>
193.	24	Wastebaskets, 12 1/4", Heavy Duty Rubber, Blk	RUB-2955	<u>1.83 EA/</u>	<u>43.92</u>
194.	40	Binders, nylon posts, 8 1/2 x 11 3/4, for burst print-outs, 10/box, (WJ 47-812)	NAT-93-335	<u>1.75 EA/</u>	<u>70.00</u>
195.	24	Binders, metal post, ledger style, NAT-94-549 9 1/4 x 11 7/8, 5/16" posts, (WJ 241-40N)		<u>12.30 EA/</u>	<u>295.20</u>
196.	120	Data Binder, for burst or unburst sheets, 8 1/2 x 11, (Wilson Jones 47-811)	NAT-93-368	<u>1.75 EA/</u>	<u>210.00</u>
197.	24	Expanding File, 15 x 10, Alpha dividers, (Smead R219A)	SMD-70419	<u>6.95 EA/</u>	<u>166.80</u>
198.	24	Expanding File, 12 x 10, Alpha, (Smead R217A)	SMD-70417	<u>5.20 EA/</u>	<u>124.80</u>
199.	48	Indexes, for post binders, 9 1/4 x 11 7/8, 6 clear tabs, (WJ #504-40M)	AIG-CI-5031-6C	<u>2.20 ST/</u>	<u>105.60</u>
200.	20G	Felt Tip Pens, Fine Pt., Asst. Colors, (Berol Flash 32)	BER-F32-XX	<u>27.36 GR/</u>	<u>547.20</u>
201.	20G	Felt Tip Pens, Medium Pt., Asst. Colors, (Berol Flash 30)	BER-F30-XX	<u>27.36 GR/</u>	<u>547.20</u>
202.	2M	Rolodex Cards, plain white, 3 x 5, (C-35)	ROL-C35-WH-C	<u>8.25 M /</u>	<u>16.50</u>
203.	20	Paper Punch, 3 hole, Heavy Duty	ACC-74020	<u>7.94 EA/</u>	<u>158.80</u>
204.	12	Date Stamp, (Rex-1, Pullman PD-1)	IDL-24101	<u>1.47 EA/</u>	<u>17.64</u>
205.	12	Date Stamp, (Rex-2, Pullman PD-2)	IDL-24120	<u>1.84 EA/</u>	<u>22.08</u>
206.	2M	Rls. Adding Machine Tape, 2 1/4"	AMP-27-100	<u>240.00 M /</u>	<u>480.00</u>

Estimated Order				Unit
Quantity	Item		Price	Total
207.	1C Rls. Adding Machine Tape, 3" AMP-27-105		65.00 C /	65.00
208.	1C Rls. Adding Machine Tape, 3 7/16" AMP-27-106		66.00 C /	66.00
209.	48 Sets Index, 3 Ring, A - Z, (Aico C-213) AIG-C-213		1.87 ST /	89.76
210.	40 Bxs. Tabs, plastic for hanging folders, SMD-64650 (Oxford #42)		1.07 PK /	42.80
211.	240 Micro-cassette, 60 minutes, (Scotch #543) MMM-00090		3.10 EA /	744.00
212.	500 Cassette Tapes, 60 minutes, (Scotch) MMM-33-061		1.19 EA /	595.00
213.	500 Cassette Tapes, 90 minutes, (Scotch) MMM-33-062		1.47 EA /	735.00
214.	2M Envelopes, manila, oversize mailing, (Kraft #12) ENV-06-246		37.54 M /	75.08
215.	4M Shipping Tags, w/string, (Dennison S1-11-505) DEN-11-505		25.50 M /	102.00
216.	4M Rolodex Cards, 2 1/4" x 4" ROL-C24-WH-C		6.70 M /	26.80
217.	1M Filler Paper, 3 ring, plain, (National #14-280) NAT-14-280		33.50 M /	33.50
218.	600 Pkgs., Labels, File Folder, asstd. colors, (Avery FF3) DEN-43-771		1.20 PK /	720.00
219.	10 Bxs. Tabs, Index, cloth, gray, (Dennison 59-106) DEN-59-106		1.20 PK /	12.00
220.	60 Easel Pads, 27 x 34, (Ampad #24-031) AMP-24-030		7.09 EA /	425.40
221.	96 Notebooks, spiral bound, college ruled, (KolorKraft D4-33-706) NAT-33-706		1.74 EA /	167.04
222.	4 Dz. China Markers, asstd colors, (Berol 43-164T 169T and 3-170T-174T) BER-164T - 174T		3.39 DZ /	13.56
223.	120 Gluestick, 5 Oz., (Pritt Y9-95180) DEN-00-196		.79 EA /	94.80
224.	12 Dz. Calculator Ribbons, cloth, BR80N BR-80C		9.35 DZ /	112.20
225.	8G Lift-off Tape, for IBM Selectric II Correctable, (Scotch #555) 86L		38.88 GR /	311.04
226.	6 Bxs. Carbon Paper, Black, 8 1/2 x 11, for Typing, (Nu-Kote 02-NK11) BUR-NK11		6.46 BX /	38.76
227.	6 Bxs. Carbon Paper, Black, 8 1/2 x 14, for typing, BUR-NK14		6.86 BX /	41.16

Estimated Order			Unit	
Quantity	Item		Price /	Total
	(Nu-Kote 02-NK14)			
228.	10 Bxs. Carbon Paper, 8 1/2 x 11, Pen & Pencil, (Nu-Kote 02-B6010-11 1/2) BUR-6010-11		6.59 BX /	65.90
229.	6 Bxs. Carbon Paper, 8 1/2 x 14, Pen & Pencil, (Nu-Kote 02-B6010-14) BUR-6010-14		6.86 BX /	41.16
230.	48 Sorting Compound, moistener for finger tips, large, (Sortkwik) LEE-10134		1.07 EA /	51.36
231	120 Vertical File, plastic, attachable sections, (Eldon Add-a-file System, HB-1601) ELD-1601-1		1.35 EA /	162.00
232.	36 Pkgs. Columnar Sheets, 9 1/4 x 11 7/8, white, includes, 2,3,4,6,8,10,10A,12,16,20,24,FR cols., (Wilson-Jones A1-10 series) WIL-10-3		9.78 PK /	352.08
233.	100 Pads Columnar Pads, 11 x 8 1/2, with description space, side bound, with holes, shaded, columns, with various numbers of columns, (WJ G7500 series) WIL-G7504		1.85 EA /	185.00
234.	30 Pads Columnar Pads, 8 1/2 x 14, with description top bound, with holes at top, various numbers of columns, (WJ G7600 series) WIL-G7604		1.67 EA /	50.10
235.	6G Typewriter Ribbons, Film, for IBM Selectric II Correctable, (Nu-kote B86HY) B86HY		122.40 GR /	734.40
236.	3G Typewriter Ribbons, Film, for Royal SE5005, 5035 Correctable, (Royal 421322) RIB-700617		380.16 GR /	1140.48
237.	4G Lift-off Tapes for Royal SE5005 Correctable, (Nu-Kote 86TL) 86TL		46.80 GR /	187.20
238.	48 Reference File, V-Style, (Rolodex VIP-24) ROL-VIP-24-BK		10.25 EA /	492.00
239.	288 Mechanical Pencil, side advance, .5mm capacity, (Quicker Clicker PD 345) PEN-PD345-BK		1.72 EA /	495.36
240.	120 Eraser Refill, for Quicker Clicker PD 345 PEN-PDE-1		.44 TU /	52.80
241.	10G Note Pads, 3 x 5, with strip of adhesive, (Post-It Notes) MMM-655-YW		93.60 GR /	936.00
242.	20G Note Pads, 3 x 3, with strip of adhesive, (Post-It Notes) MMM-654-YW		73.44 GR /	1468.80

	<u>Order</u> <u>Quantity</u>	<u>Item</u>	
243.	10G	Note Pads, 1 1/2 x 2, with strip of adhesive, (Post-It Notes) MMM-653-YW	<u>31.68 GR / 316.80</u>
244.	6G	Note Pads, 2 x 3, with strip of adhesive, (Post-It Notes) MMM-656-YW	<u>53.28 GR / 319.68</u>
245.	200	Telephone Message Books, NCR, 4/Page, wire- bound, duplicate, 400/sets to a book, (Aico 50-176) AIG-50-176	<u>3.39 EA / 678.00</u>
246.	12	Telephone List Finder, Push Bar Access, Metal, Black, (Bates Director, P5-DBK) BAT-DBK	<u>11.36 EA / 136.32</u>
247.	12	Telephone List Finder Refills, Bates Director BAT-DCRFS	<u>4.15 EA / 49.80</u>
248.	8	File Box, Metal, 3 x 5 x 13, Black, (GW 1353) GLO-1353-BK	<u>9.54 EA / 76.32</u>
249.	6	File Box, Metal, 5 x 8 x 4, Black, (GW 855) GLO-855-BK	<u>5.62 EA / 33.72</u>
250.	8	File Box, Fiberboard, 3 x 5 x 11, Lift-Off Lid, (Hedges 1035) GLO-35C-GN	<u>3.88 EA / 31.04</u>
251.	8	File Box, Fiberboard, 4 x 6 x 11, Lift-Off Lid, (Hedges 1046) GLO-46C-GN	<u>4.99 EA / 39.92</u>
252.	8	File Box, Fiberboard, 5 x 8 x 11, Lift-Off Lid, (Hedges 1058) H2-1058	<u>6.88 EA / 55.04</u>
253.	96	Receipt Book, 4/page, triplicate, 200 sets/book, (Rediform 8K808) RED-8K808	<u>5.44 EA / 522.24</u>
254.	12	Reference Books, Thesaurus, (Roget's) HOU-H01020	<u>7.07 EA / 84.84</u>
255.	60	Reinforcements, Self-adhesive, 1/4" Diam., (Avery 5720) AVE-5720	<u>2.24 EA / 134.40</u>
256.	24	Pencil Cups, Plastic, Black ROG-2519-BK	<u>1.23 EA / 29.52</u>

PLEASE NOTE: THE ITEMS LISTED ARE ESTIMATED QUANTITIES ONLY. THE QUANTITY ORDER AMOUNTS MAY BE MORE OR LESS THAN STATED.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

- Date: February 14, 1989
1. Governmental Unit:

City of Fort Wayne
2. County:

Allen
3. Bidder (Firm):

Shrex/div. of Pence-Dickens & Heeter, Inc.
- Address:

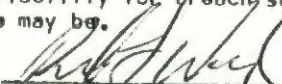
323 East Berry Street
- City/State:

Fort Wayne, IN 46802
4. Telephone Number:

426-3315
5. Agent of Bidder (if applicable):

Pursuant to notices given, the undersigned offers bid(s) to City of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or variations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in his bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.



Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount
Office Supplies			Office Supplies		

NON-COLLUSION AFFIDAVIT

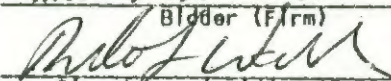
State of Indiana)
County of) ss:
Allen)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other person, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by him at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or collusion with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

SHREX / DIVISION OF PDK

Bidder (Firm)

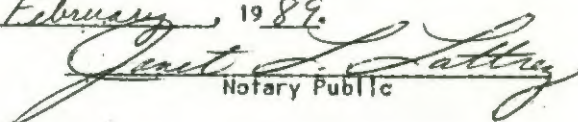


Signature of Bidder or Agent

Subscribed and sworn to before me this 14th day of February, 1989.

Commission Expires: 2-10-93

Place of Residence: St. Joseph



Notary Public

JANET L. LATTREZ

Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for _____ (Class or Item) numbered _____ and promises to pay the undersigned bidder upon delivery the price stipulated in said bid.

Contracting Authority Members:

Date:

DIGEST SHEET

S-89-03-06

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 873 with respect to the purchase of office supplies for Office Services for 1989. The costs reflect the lowest and most responsible of four (4) vendors.

EFFECT OF PASSAGE: Office supplies for Office Services inventory to be sold to all City and Utility departments for day-to-day operations.

EFFECT OF NON-PASSAGE: Price breaks will not be realized by buying in bulk for all departments.

MONIES INVOLVED:	Business Equipment	\$17,769.01 +/-
	Shrex	\$33,783.55 +/-

SOURCE OF FUNDING:	Office Services
	701-950-A154-4219

7

PRIOR APPROVAL:
(IF APPLICABLE)

DATE:

BILL NO. S-89-03-06

REPORT OF THE COMMITTEE ON CITY UTILITIES

MARK E. GIAQUINTA, CHAIRMAN
THOMAS C. HENRY, VICE CHAIRMAN
LONG, BURNS, TALARICO

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) approving the
awarding of Reference #873 by the City of Fort Wayne, Indiana,
by and through its Department of Purchasing and BUSINESS EQUIPMENT
COMPANY AND SHREX for the Office Services Department

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION AND
BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID

(ORDINANCE) (~~RESOLUTION~~) _____

DO PASS

DO NOT PASS

ABSTAIN

NO REC

Mark E. Giaquinta
Thomas C. Henry
Samuel Talarico
David Long

DATED: 3-27-89

Sandra E. Kennedy
City Clerk